

ENCINO NEIGHBORHOOD COUNCIL
(A CERTIFIED NEIGHBORHOOD COUNCIL)

FINANCE COMMITTEE MEETING

Thursday, June 16, 2005

E.N.C. Headquarters

Chamber Conference Room

4933 Balboa Blvd.

MINUTES

Roll call (Quorum is 4 of 7)

Committee Members Present: Glenn Bailey, Tia Boyd, Sharon Brewer, Barbara Hand, Sharon Lambert, Marsia Powers

Excused Absences: Linda Goldstein

Guests: Chuck Hand, Hal Sullivan, Gerald Silver

Chair, Barbara Hand called the meeting of the Finance Committee to order at 7:02 p.m.

1. Minutes of April 13, 2005 meeting were accepted. Minutes of May 3, 2005 were discussed and corrected. (G., 2 a) 42,000 not 4,200. (G. Bailey, Sharon Brewer)

3. Correspondence:

A. Unavailability of copies of 4/29. Kevin McNeely's "Policies and Procedures of the Neighborhood Council Funding Program" postponed discussion to the next meeting.

4. Old Business:

A. The following projects were paid for and delivered to the LAPD: Hi Fi system and 10 side tables. Video recorder is on back order. Two speakers for Community Center have been paid for and will be delivered and installed by Paul Moser. Two wireless microphones for Community Center have been ordered.

1). T. Boyd suggested copies of projects at the meeting for members to review.

2). G. Bailey expressed the necessity for all projects to go through the Council and that

no one make promises that the Council will pay for suggested projects.

B. Discussion on Speed Trailer. H. Sullivan feels we should forget it. C. Hand reported on

DOT's presentation about speed trailer at recent C-PAB meeting where DOT said that they had no statistics on speed trailers. S. Lambert stated that the Palisades were happy with the speed trailers. More research and actual reports on effectiveness are needed.

C. Lull Elementary School and Emelita Elementary School projects postponed to next meeting and will be presented by Marsia Powers. Emelita projects were discussed at a previous meeting.

D. Acquisition Request Form was discussed and suggestions made. T. Boyd prepared a form

as requested at last meeting. S. Brewer will work with T. Boyd to provide necessary information to satisfy DONE, will present corrected form at next meeting.

G. Bailey suggested that a copy be sent to everyone to review before next meeting.

F. T. Boyd explained the progress being made on entering financial data on quickbooks. Tia and S. Brewer need to meet to bring the records up to date. January to current need to be entered. Sharon Brewer said she will meet with Tia to complete this task. Financial Summary as of December 31, 2004 was presented by T. Boyd and S. Brewer. Discussion and positive acknowledgement of Financial Summary. G. Silver praised Tia for excellent report. Financial reports from DONE are necessary to maintain an accurate accounting of available funds.

G. Discussion was once again held about the importance of all copies of financial records needing to be in the ENC office. A second request was made of S. Brewer to copy everything that she has at home and bring it to the ENC office. After a lengthy discussion on the importance of these records being available to the public, Sharon Brewer agreed to have them in the office no later than Monday, June 20th. Discussion about why the bank statements are sent to Treasurer's home rather than P.O. Box. To be followed up with Kevin McNeely.

5. New Business:

A. 2005-2006 budget corrections

1). General Operations was corrected to: Rent \$3,600, DSL \$300, Verizon \$400, SBC \$300,

P.O. Box \$160, Office Supplies \$2,040, Staff \$8,200 – Totals \$15,000.

2). Outreach was corrected to: Printing \$1,800, Postage \$1,800, Installation Dinner, Retreat, and Refreshments \$2,000, Banners \$5,000, Mail Delivery Service \$1,400 – Totals \$12,000

B. S. Brewer reported that \$16,410 is in the rollover account. Rollovers are determined at end of fiscal year.

C. Post office permit versus Mailing Distribution Center (MDC) was presented by G. Silver.

Consensus was that it could be cheaper to go through MDC. G. Silver recommended Herb Matson at (818) 888-3434. Herb supplies the permit without having to pay for it as would be the case with the post office. Recommended Post Soft, a computer program that takes your mail list, standardizes all addresses and takes out bad ones. It can print out labels. Herb charges a fee to run addresses through software and bundle and mail. T. Boyd also has another MDC. G. Bailey stated that Valley Alliance is in the process of setting up a mass mailing option for all NCs to use. It was decided to refer all this information to the Outreach Committee to research and make a proposal for the Council's approval.

D. Job description for ENC secretary was presented by T. Boyd. G. Bailey stated that running errands for the Council was not allowed due to liability. Job description referred to secretary and Linda Goldstein for review.

D. Discussed proposed projects, but time restrictions postponed action on some items. There was no objection to purchasing a gavel for the outgoing president of ENC as this was done previously. S. Lambert to follow-up. There was no objection to purchasing a permanent gavel for ENC meetings. This is to be placed on the July 27th agenda for a vote. G. Silver suggested the amount not to exceed \$200. Case for tapes of meetings to be kept in the ENC office was agreed upon and requested to be purchased by S. Brewer.

Plaque for ENC office listing past presidents and Libbit Park 6 concrete tables and pads for \$5000 postponed to next meeting. New scanner was discussed as T. Boyd stated that this one is painfully slow, however, she felt that perhaps there is a problem with the software, and it may not be necessary to purchase another one. Acrobat Writer for office computer was suggested to convert files to PDFs that everyone can read. B. Hand to present a quote for Acrobat Writer at next meeting.

6. Public Comment – None, as it occurred throughout the meeting.

7. Next meeting to be scheduled by new chairperson of the Finance Committee.

8. Meeting was adjourned at 9:25 pm.

Respectfully submitted: Barbara Hand