

ENCINO NEIGHBORHOOD COUNCIL  
Finance Committee Meeting  
Thursday, June 16, 2005, 7:00 p.m.  
Encino Chamber of Commerce Conference Room  
4933 Balboa Blvd., Encino

**AGENDA**

1. Call to Order, Introductions, Determination of a Quorum
2. Review and Approval of Minutes from May 3<sup>rd</sup> meeting and Review and approval of Minutes from April 13<sup>th</sup> meeting (not available May 3<sup>rd</sup>)
3. Correspondence:
  - A. Letter from DONE dated April 29, 2005 from Kevin McNeely regarding "Policies and Procedures of the Neighborhood Council Funding Program." Copy emailed to the Board. Discuss.
4. Old Business:
  - A. Status of projects proposed, approved, and presented to Board for a vote at May 25<sup>th</sup> meeting.
    - 1). LAPD – JVC Mini Hi Fi system, 10 side tables, Video Recorder
    - 2). 2 speakers & 2 wireless microphones for Encino Community Center
  - B. Report on outstanding payments on previously approved projects.
  - C. Progress report on suggested projects.
    - 1). Lull Elementary School – Marsia Powers
    - 2). Special speed trailer – Linda Goldstein
  - D. Presentation of "Acquisition Request" form – Tia Boyd
  - E. Status on progress of establishment of permanent file for ENC financial records to be maintained at ENC office – Sharon Brewer and Tia Boyd
5. New Business:
  - A. Distribute and Review of corrected Budget for July 1, 2005 through June 30, 2006 as requested by Board – Sharon Brewer Discuss and recommend
    - 1). Request from DONE for a more detailed budget to expedite payments. Discuss and recommend
    - 2). Written report from Treasurer showing all available funds, to include all rollovers from previous quarters and cash on hand. Discuss
  - B. Post Office Permit – Sharon Brewer Discuss and recommend
  - C. Job description for ENC office secretary – Tia Boyd Discuss
  - D. New requests from ENC Board and public for possible expenditures. Discuss and recommend
    - 1). Plaque for ENC office listing past presidents.
    - 2). Gavel for outgoing president.
    - 3). Libbit Park, 6 concrete tables and pads, \$5,000. Rec & Parks request.
    - 4). Case to hold tapes of meetings – Barbara Hand
    - 5). New scanner – Tia Boyd
    - 6). Acrobat Writer for office computer (approx. \$270)
6. Public Comment
7. Next meeting to be established by new committee unless otherwise necessary prior to June 22<sup>nd</sup> ENC Meeting and Installation.
8. Adjournment