

ENCINO NEIGHBORHOOD COUNCIL  
(A CERTIFIED NEIGHBORHOOD COUNCIL)

FINANCE COMMITTEE MEETING

Thursday, May 3, 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, Linda Goldstein, Barbara Hand, Sharon Lambert

Absent: Marsia Powers

Guests: Chuck Hand, Jerold Goldstein, Hal Sullivan. Gerald Silver and Georgia Gammon arrived at about 8:25.

Chair, Barbara Hand called the meeting of the Finance Committee to order at 7:10 p.m.

1. Glenn Bailey recommended that Hal Sullivan be allowed to become a member of Finance Committee. Discussion occurred, Hal appreciated Glenn's gesture, but said it was alright if he was not a member.
2. Minutes of April 13, 2005 meeting was unavailable.
3. Correspondence:
  - A. Agendized item dated 4/25 was incorrect, should have been 4/29. Kevin McNeely's "Policies and Procedures of the Neighborhood Council Funding Program" was postponed for discussion at the next meeting. Postponed for discussion at next meeting.
4. Old Business
  - A. Discussed PM III submission by Paul Moser for payment as it was approved at February Council meeting. Glenn's request was whether 2 wireless microphones were compatible with PM III speakers. Will ask Glen Roe (submitted quote for 2 mikes) before May 14<sup>th</sup> to put on agenda. Sharon Brewer requested a more current estimate from PM III.
  - B. Discussion on Speed Trailer at a cost of approx. \$7,000. Hal Sullivan questioned the effectiveness and referred to studies that showed they did not reduce speed. Linda Goldstein to acquire more information. Sharon Brewer suggested contacting SLO Mark Ro for input. Exploration stage of project. DOT suggested project. Other concerns were how to move it and the liability involved.
  - C. Lull Elementary School project postponed to next meeting as Marsia Powers was not in attendance and she was researching it.
  - D. Purchase of Hi Fi System for L.A.P.D was discussed as some on committee felt that the quote given by the L.A.P.D. was too high. It is not the committees responsibility to find

a lower price. The Board, by its vote, will determine if the price is acceptable. Hal Sullivan felt that the request from the police department needed to come from the Captain of West Valley directly. Barbara Hand would request this from the Captain.

- E. The creation of a purchase order was discussed and determined to be an "Acquisition Request." It was suggested by Glenn Bailey that Tia Boyd and Sharon Brewer work together to create the form. Tia suggested that one side have information required (BTRC...etc.) and the other side would have guidelines for submitting the request.
- F. Copies of audits were requested from Sharon Brewer. She did not have them. Linda Goldstein clarified what has been completed. On 4/4, she submitted audit for Jan 29 – March 30, 2004. On July 5<sup>th</sup>, she submitted April 1 – June 30, 2005 audit. Received confirmation in February that first quarter was approved. Still waiting for confirmation of approval for second quarter of 2004. Sharon Brewer submitted audit

for

July 1 – September 30, 2004 at the beginning of April 2005. October 1 – December 31, 2004 was also submitted in April 2005. January 1 – March 31, 2005 is now due. If audits not approved, funds will not be released by DONE. Glenn Bailey discussed how all documents need to be placed in the ENC office for public inspection. New scanner would expedite this objective. Tia will explore cost of scanner.

G. 2005-2006 Budget was discussed.

- 1). General Operations suggested budget for fiscal year is \$15,000. Includes the following: Rent \$3,600; DSL (thru Chamber) \$300; Verizon Telephone (taken from our funds by DONE) \$391 (part set up/part service, maybe another payment, as DONE gives no details); SBC Messaging \$252; P.O. Box \$160; Temp Staffing \$7,500 - \$9,000.
  - a). 1/29/04 – 6/30/04 \$2,500 a quarter was approved for staffing. Required by DONE to use PDQ Temp Agency.
  - b). \$14.50 per hour for secretary, but pay \$18.85 per hour to PDQ (includes taxes and workers comp)
  - c). Presently estimate 10 hours per week, may vary upon need.
  - d). Glenn requested Job Description be created, presented to the Board for approval. Tia will work with Linda to provide description.
- 2). Outreach suggested budget for fiscal year is \$12,000. Includes Printing \$1,800; Postage \$1,800 (could be less with mailing permit); Installation Dinner, Retreat, and Refreshments \$2,000; Purchase 50 Banners (put up 40) \$5,000, Mail Delivery Service \$1,600 (can be less if have volunteer for saturation mailings).
  - a). DONE pays for 4200 pieces of mail
- 3). Community Projects suggested budget for fiscal year is \$23,000.
- 4). Money that is left over from previous quarters is available if more than the budgeted amount is needed.
- 5). \$16,400 was available on June 30, 2004 to rollover the 2005 fiscal year. \$50,567 was available on Dec. 31, 2004. Sharon Brewer states that \$25,000 was given to ENC on July 1, 2004 when fiscal year started. Linda Goldstein states that she received

notification that it was \$50,000.

- 6). If there is a carry over from a quarter, DONE will put in the amount that brings the next quarter up to the \$12,500 amount. The remainder is kept by DONE for ENC

use

when needed.

- 7). Tia Boyd will donate and set up Quickbooks at the ENC office. She will work with Sharon Brewer to enter ENC financial information onto Quickbooks.
- 8). **Motion:** Tia Boyd made the recommendation to accept the budget to present to the Council. Seconded by Sharon Lambert. 6 for the motion. 0 against. 0 Abstained. Motion passed.

#### 5. New Business

- A. Discussed 2 wireless microphones for Encino Community Center. Cost \$928.79. **Motion:** G. Bailey made motion to authorize monies for 2 wireless microphones. Seconded by Sharon Lambert. 6 for the motion. 0 against. 0 Abstained.

- B. Discussed payment for domain name for ENC. G. Bailey felt that the cost of \$8.95/year and the ENC domain name should be presented to the Council for their approval.

**Motion:** L. Goldstein made motion to submit cost and domain name to the full Council. Seconded by Sharon Lambert. 5 for the motion. 0 against. 1 Abstained (Glenn)

- C. Linda Goldstein will print additional quarterly reports for 1/29 – 6/30, 2004 for those

who

did not previously receive them. This will be done as soon as she can access this information.

- D. Discussed two permanent notebooks. One with yearly records, the other with year to date income and expense sheets.

E. Discussed the lack of detailed information provided by DONE in regards to expenditures

from DONE from our account. Tia requested to be able to talk with Sharon Brewer and DONE so as to know what we asked for, what they gave us, and the expenses.

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

7. Next meeting scheduled for June 16, 2005 at 7:00pm in the Conference Room of the Encino Chamber of Commerce.

8. Meeting was adjourned at 9:25 pm.

Respectfully submitted: Barbara Hand