

ENCINO NEIGHBORHOOD COUNCIL  
(A CERTIFIED NEIGHBORHOOD COUNCIL)

FINANCE COMMITTEE MEETING

Monday, July 11, 2005

E.N.C. Headquarters

Chamber Conference Room

4933 Balboa Blvd.

MINUTES

Roll call (Quorum is 7 of 7)

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

Guests: Marlow Baar, Georgia Gammon, Chuck Hand, Hi Hand, Gerald Silver, Hal Sullivan  
Chair, Barbara Hand called the meeting of the Finance Committee to order at 7:01 p.m.

1. Minutes of June 16, 2005 meeting were accepted.

3. Correspondence:

A. Kevin McNeely's 4/29 "Policies and Procedures of the Neighborhood Council Funding Program" were reviewed and discussed. G. Bailey reiterated that no Demand Warrants should be signed unless accompanied by minutes approving expense.

4. Old Business:

A. Mass mailing discussion was placed on agenda in error, as it was referred to the Outreach Committee for discussion and recommendation to the full Council for a vote.

B. S. Brewer reported that Office Depot do not have a tape cassette holder for tapes from meetings for the ENC office. A box will be used.

C. S. Lambert reported on the purchase of a gavel for the President to use at meetings and given to the President at the end of term. The cost to be \$45 plus engraving and the committee approved not to exceed \$80. S. Lambert motion for approval, L. Goldstein seconded. Vote: Unanimous. T. Boyd has not had an opportunity to check the scanner in the ENC office to see if repairs are necessary to make it faster.

D. Discussion about purchasing a plaque for the ENC office with the engraved names of past presidents. There was a unanimous vote to support this project. However, not having the cost at this time, the committee itself, was unable to send it to the Council for a vote. As an individual, S. Lambert volunteered to secure a cost for a plaque and present it to the Council for a vote at the July 27<sup>th</sup> general meeting. G. Bailey felt that everything should come from the Finance Committee.

E L. Goldstein made a motion to support the request by the Recs and Parks for the purchase of 6 tables and pads for Libbit Park at a cost of \$5000. It was seconded by S. Lambert with discussion. G. Bailey suggested that a better project might be a gate for Balboa Park. The funds for Libbit Park would come from the rollover funds, which will be lost if not used this fiscal year. It was suggested that a plaque be placed on the tables

stating that they were purchased by the ENC. Vote: Unanimous. During the discussion of the rollover funds, T. Boyd stated that there was an error on the funding records of DONE. She found about \$2500 that DONE had charged to our account in error.

F. There was a discussion about purchasing Adobe Acrobat Writer Professional for the ENC office computer. This would allow for all forms to be PDF and therefore readable by everyone. In addition, it would allow residents to complete forms online and submitting them directly to the ENC. B. Hand would contact Office Depot to try to get the best price. The city has an agreement with Office Depot to give the same discount price to NCs as they do for the City. The maximum cost would be about \$400 plus tax. Vote: Unanimous

G. Discussion on unused encumbered funds, which were originally requested as a result

of

DONE's statement that we needed to do so in order to not lose the funds. After encumbering the funds at the end of the second quarter, 2004, DONE stated that we didn't need to do it after all. G. Bailey suggested that we find out how much of the \$16,400 rollover is encumbered funds. T. Boyd and S. Brewer will call DONE and get an answer.

H. Acquisition form corrections were suggested. Add phone # for Council; change .com to .org; need to have W-9 attached, if necessary. T. Boyd will make corrections.

I. Permanent financial files are at the ENC office. T. Boyd stated that everything was complete.

J. Corrected Job Description for office staff was presented. Basic computer skills was added. Software and computer will be maintained by outside source. Title to be "office staff," not administrative assistant.

K. Lull Special Education Center requested the purchase of a Drum Panel for their students, with installation being provided by them. Cost to be \$946.72. S. Lambert made motion to make purchase. M. Powers seconded. Vote: 6 in favor. G. Bailey abstained.

#### 5. New Business:

A. B. Hand, L. Goldstein, and C. Hand reported on Treasurer's Orientation at Congress of Neighborhood Empowerment. DONE wants PDQ to be paid by credit card, S. Brewer disagreed. She felt it would take too much money from the credit card and use it up, but did not know how long it would take to transfer more funds onto card. DONE prefers to write as few checks as possible. They suggest taking out \$500 cash and distributing it to the members responsible for specific purchases and maintaining a detailed record of all cash. This avoids reimbursements. Using the credit card provides a better paper trail.

B. Emelita Elementary School had \$1000 previously encumbered and had used \$295.89 of it. Approved the purchase of a Canon Pixma MP780 Photo All-In-One Machine for their office. Cost not to exceed \$300. Vote: Unanimous.

C. Balboa Sports Center had \$3000 in unused funds encumbered. They requested 2 benches for their inside basketball courts and a portable scoreboard totaling \$3254.36. Vote: Unanimous.

D. There was a request for financial support for "National Night Out" that is supported by Councilmember Dennis Zine and the LAPD. Committee approved \$300

for the purchase of hamburgers. Motion by G. Bailey, seconded by S. Lambert. Vote:  
Unanimous

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 9:18 pm.

Respectfully submitted: Barbara Hand