

**ENCINO NEIGHBORHOOD COUNCIL**  
**Finance Committee Meeting**  
**Monday, July 11, 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 June 16<sup>th</sup> meeting**
- 3. Correspondence:**
  - A. Letter from DONE dated April 29, 2005 from Kevin McNeely regarding “Policies and Procedures of the Neighborhood Council Funding Program.” Discuss.**
- 4. Old Business:**
  - B. Make a recommendation to the Council Board to use a Mailing Distribution Center for mass mailings by the Council to the Board for approval. This was discussed at June 16<sup>th</sup> meeting. Discuss and recommend.**
  - C. Update on outstanding projects and verification of purchase of holder for tapes that was approved at last meeting.**
  - D. Follow up on gavel purchase and scanner repair. Discuss.**
  - E. Plaque for ENC office listing past presidents. Discuss and recommend.**
  - F. Libbit Park, 6 concrete tables and pads, \$5000. Rec and Parks Request. Submitted last meeting, but took no action due to time factor. Discuss and recommend.**
  - G. Acrobat Writer. Discussed last meeting. – Barbara Hand. Recommend**
  - H. Report on unused encumbered funds. Discuss and Recommend**
  - I. Review “Acquisition form.” – Tia Boyd. Discuss and Approve**
  - J. Status on progress of establishment of permanent file for ENC financial records to be maintained at ENC office – Sharon Brewer and Tia Boyd**
  - K. Progress on Job Description for ENC office secretary – Tia Boyd**
  - L. Lull Elementary School project proposal – Marsia Powers Discuss and recommend**
- 5. New Business:**
  - M. Report on Treasurer’s Reorientation class at Congress of Neighborhood Empowerment – Barbara Hand, Linda Goldstein, and Chuck Hand**
  - N. New projects – Discuss and Recommend**
    - 1) Emelita Elementary School – Marsia Powers**
    - 2) Basketball benches and portable scoreboard for Balboa Sports Center**
    - 3) Financial support for “National Night Out” supported by Councilman Dennis Zine and the LAPD**
- 6. Public Comment**
- 7. Next meeting to be established by new committee unless otherwise necessary prior to July 27<sup>th</sup> ENC meeting.**

## 8. Adjournment