



Officers:  
PAT BATES•President  
VICTORIA MILLER•Vice President  
JODIE FRANCISCO•Secretary  
GLENN BAILEY•Treasurer  
HENRY ESHELMAN•Sergeant at Arms

## MINUTES

### ENCINO NEIGHBORHOOD COUNCIL FINANCE COMMITTEE ZOOM MEETING

August 13, 2021 @ 2 PM

***Committee members present:***

1-\*Glenn Bailey: Chair, 2-\*Pat Bates 3-\*Henry Eshelman6 - Al Mass

***Committee members absent:***

4-\*Anni Keusseyan 5-\*Walter Almora

***Alternate Committee Members:***

\*Denotes Board Member/Alternate (maximum 5 allowed)

- 1. Call to Order, Start recording. Roll call, determination of quorum, selection of voting Finance committee Members, Selection of Secretary for the meeting:** Meeting was called to order at 2:03pm, recording was started, all members of the committee presented consented to serve on the committee, recording was started, Pat Bates offered to be secretary of the meeting.
- 2. Approval of Prior Finance Committee minutes.** Discussion and possible action to approve Draft Finance Committee Meeting Minutes of [May 7, 2021 meeting](#): Minutes of the May 7, 2021 finance committee were displayed, and discussed, Henry noted he had not been at that meeting. Bates moved, Eshelman seconded. Public comment was heard. Motion passed 23 yes 0 no 1 abstention 2 absent

**3. Action Items: Votes may be taken on all action items.**

- a. **Discussion and Motion: To ratify the recommendation of the Outreach Committee: OUT-21-08-0015: The ENC's Outreach Committee recommends that the board support an expense of \$1500 to sponsor food and supplies for the National Public Lands Day Event on September 25th, 2021. The ENC finance committee further recommends *authorizing* expenditures of up to \$1000 for Port-a-Potty and Hand Washing Station rental for the event from Global Temp Services or similar:** Pat and Glenn explained what was going on, as the nature of the event had changed due to the increasing COVID rates from one sponsored by the US Army Corps of Engineers to a LACity event. The Committee discussed various issues including encampments in the area, whether any of the cost could be recovered on cancelation, how was the event being publicised. It was explained that the costs would be incurred as needed and it was unlikely any would be prepaid so as to result in a loss, supplies will be purchased with the pCard right before the event. Publicity is being provided by FOLAR (Friends of the LA River) and LA council district 6. The word *authorizing was added to the motion*. Pat moved, Henry seconded, Vote was 4 yes, 0 no, 0 abstentions, 2 absent.
- b. **Discussion and motion: To authorize employment of an administrative assistant through Partners in Diversity for up to 5 hours per week average at a rate of \$22.61 per hour:** Pat described the fact that she could really use some help with the website and with assisting committees with their agendas and postings. Pat offered to defer the discussion until she has a better handle on what exactly the duties will be. Henry offered to help with the job description. The motion was modified to include the statement that the expenditure was authorized *on the condition that a job description and standards for compliance with that description* were developed. Glenn moved, Al seconded. Vote was 4 yes, 0 no, 0 abstention, 2 absent
- c. **Discussion and Motion: To authorize up to \$150 per month for Facebook/**Outlook** Instagram ads to increase community awareness of ENC activities and promote upcoming presentations, meetings and events:** First Pat noted the typo - Outlook should have been Instagram. There was no major discussion of this, Glenn moved, Henry seconded. Vote was 4 Yes, 0 no, 0 abstentions, 2 absent.
- d. **Discussion and Motion: To authorize up to \$1,000 for advertising of Encino Neighborhood council activities, meetings, or events with publications including but not limited to the Encino Enterprise, the Studio City, Sherman Oaks, Encino News, or other local publications.** The committee had a vigorous discussion of the circulation (or non-circulation) of these publications. Glenn requested that the motion be referred to the Outreach Committee for further study, there was no objection. Pat did note that the Encono NC is receiving free space in the paper for statements from the president.
- e. **Discussion and Motion: To authorize up to \$750 for preparation of new business cards for board members, quotes may be obtained from local vendor The Printing House, from Vistaprint, or similar. In addition, a number of cards without board member names will be printed for use by new members or in situations to just share the web site and phone number for the encino NC.** There was a brief discussion, Al asked why the members did not have cards, it was explained there were a lot of new people and they really had not been ordered since the pandemic. Henry moved, Pat seconded. Vote was 4 yes, 0 no, 0 abstention, 2 absent.
- f. **Discussion and motion: To authorize up to \$1500 for recovery of Encino Neighborhood Council data from a malfunctioning external hard drive, possible vendors include the *Best Buy Geek Squad department* or similar, *subject to inspection by a board member and possibly obtaining alternate recovery solutions.*** This was discussed thoroughly. Al noted he had a very good computer consultant International Computer Support 818 609 7648. Henry offered to take a look at the drive, and mentioned that often the manufacturer would assist in the data recovery. An attendee asked if it was a board member's personal drive and where the data would go once recovered. Pat noted the data would be put on the Encino NC's Hard Drive and probably cloud as a backup.
- g. **Provide preliminary Neighborhood Purposes Grant budget amount of **up to** \$5,000 to the Encino Neighborhood council Education Committee.** Glenn explained that there are 5 schools in Encino. The Education committee will use this amount for a beginning point in what their discussions with schools as to what they might want to apply for. Glenn moved, henry 2nd, vote was 4 yes, 0 no, 0 abstentions, 2 absent.
- h. **Discussion and motion: To approve the revision of the 2021-2022 Encino Neighborhood Council Budget pursuant to confirmation of the 2020-2021 \$10,000 rollover amount and revision of certain budgeted expenditures, with draft to be provided prior to the meeting:** Pat displayed the proposed [Budget Revision](#), which incorporated the additional \$10,000 in rollover funds, as well as some expenditures modified by items recommended at this meeting or otherwise. Henry asked if we got more or less than last year. Pat explained that

last year we could carry forward encumbrances so last year was higher. Pat noted that the budget can be modified at any time by the board. Henry moved, Pat 2nd. Vote was 4 yes, 0 no, 0 abstentions, 2 absent.

**4. Public Comment on Non-Agenda Items**

**5. Committee Member Comment on Items not on this Agenda:** Glenn noted that Encino Tarzana Library may need some funding. Al inquired as to whether it was necessary to listen to the vulgar comments from attendees. Pat noted that the ENC's computer equipment is in sad shape, still running Windows 7. Henry offered to help take a look at the equipment and evaluate solutions.

**6. Adjournment (3:41 PM)**

**Next Finance Meeting: 11/19/2021 2PM**