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Alex Garay • President
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Glenn Bailey • Secretary
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MINUTES

ENCINO NEIGHBORHOOD COUNCIL FINANCE COMMITTEE ZOOM MEETING

Friday, August 12, 2022 @ 2:00 PM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86250984646>

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IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION

Public Comment: Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair's discretion. Public calling in, please press *9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to 1 minutes per agenda item. Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair's discretion.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Committee members PRESENT:

1-*Glenn Bailey: Chair, 2-*Pat Bates 4 - Al Mass

Committee member absent with notice: 3-*Henry Eshelman

Alternate Committee Members absent: 1-Anni Keusseyan

1. Call to Order, Start recording. Roll call, determination of quorum, selection of voting Finance committee Members, Selection of Secretary for the meeting. *The meeting was called to order at 3:09 pm after determination of quorum.*
 2. Approval of Prior Finance Committee Meeting [June 10, 2022](#) minutes: *Pat/Al approved 3 yes/0 no/0 abstentions*
 3. Public Comment on Non-Agenda Items within the Committee's subject matter jurisdiction –None
 4. Action Items: Votes may be taken on all action items.
 - a. **Discussion and possible motion:** First revision of [2022-2023 budget](#) based on actual and projected expenditures at meeting date including, but not limited to, NPG and CIP categories and 2021-2022 rollover of \$6319.64. *The 2022-2023 budget was revised to reflect the addition of the 2021-2022 rollover amount of \$6319.64, which is expected but not yet confirmed by the City Clerk's office. Options for allocation of the additional funds was discussed. Al would like to see a significant portion of it allocated to Community Improvement Projects, Pat noted that some should also be allocated to Elections cost. Motion: The ENC Finance Committee recommends that the board approve allocation of \$2,050 of the rollover to Elections cost, and the balance of \$4,269.64 to Community Improvement Projects. The proposed resulting budget (rounded) is reflected in the attached 2022-2023 Budget Revision 1. (Pat/Al, 3 yes/0 no/ 0 abstentions).*
 - b. **Discussion and possible motion:** Review [Neighborhood Purposes Grant](#) application from New Friends Homeless Center in the amount of \$2,000. *The request was discussed in some detail and the Finance Committee makes the following motion to the board: Motion: The ENC Finance Committee recommends to the ENC Board that the Neighborhood Purposes Grant request from New Friends Homelessness Center be approved pending receipt of the following:*
 - i. *If a Completion Report has not been received for the \$1,000 grant approved 4/28/2021, it should be submitted*
 - ii. *The applicant should consider extending the Expected Completion Date (10C) to possibly 12/1/2022 or beyond*
 - iii. *The missing information in items 4 and 5 should be provided*
 - iv. *Clarify current and expected meals provided weekly in Encino*
 - v. *How is the # of people using the meal program determined and what historical data are available*
 - vi. *How will the Encino Neighborhood council receive credit for the grant by New Friends Homeless Center?*
 - a. *Glenn/Pat 3 yes/0 ni/ 0 abstentions*
 - c. Follow-up discussion regarding current fiscal year issues. Pat noted and Glenn confirmed there is a lot of uncertainty in when and how in person meetings will resume. Al wondered how much was budgeted for refreshments.
 - d. Committee Member Comment on Items not on this Agenda Al suggested that some type of a newsletter would be really helpful. Pat noted that there is a lot of useful information on the website but people don't seem to refer to it. A lot of options were discussed, and attendee Sharon Brewer noted Reseda NC has a newsletter with an abbreviated print version being circulated and a more robust version online. There was general agreement that the election outreach process could benefit increasing community awareness of the NC.
 - e.
5. Adjournment 3:09 PM

Next Finance Meeting: 10/14/2022 at 2PM

ENCINO NEIGHBORHOOD COUNCIL
FISCAL YEAR 2022-2023
2022-2023 BUDGET Revision 1

	Initial Budget 2022-2023	Revision 1 Budget 2022-2023
Income		
099 · Funding from DONE	32,000	38,320
Total Income		
Expense		
100 · OPERATIONS		
101 · General Office Expense	300	300
110 · Computer expense & software	500	500
Audio/Video	1,500	1,500
190 · Temporary Staffing	2,750	2,750
Technical staffing	2,500	2,500
210 · Web site expenses	2,500	2,500
230 · Internet access	600	600
235 · Phone messaging/number	250	250
240 · Contact management	600	600
270 · Meeting expenses		
271 · Meeting - refreshments	550	550
272 · Meeting Copy & print	50	50
Total 100 · OPERATIONS	12,100	12,100
200 · OUTREACH		
180 · Congress of neighborhoods	500	500
215 · Facebook boost charges	200	200
280 · Outreach event expense	1,000	1,000
291 · Outreach advertising	250	250
200 · OUTREACH - Other	4,000	4,000
Total 200 · OUTREACH	5,950	5,950
300 · Community Improvement Projects	-	4,270
400 · NPGs - other	6,000	6,000
500 · Election	7,950	10,000
Total Expense	32,000	38,320