

ENCINO NEIGHBORHOOD COUNCIL  
FINANCE COMMITTEE  
MINUTES OF SEPTEMBER 2, 2015 MEETING

Members present: Al Mass, Todd Rubinstein, David Hudgins, Patricia Bates, Glen Bailey, Mark Levinson (alternate), Racquel Marshall (alternate)

1. Meeting was called to order at 1902, it was determined a quorum was present, 5 voting members were designated.
2. The group toured the newly-remodeled Encino Neighborhood Council (ENC) office.
3. Discussed that Sharon Brewer may not currently be on the Encino Neighborhood Council and therefore not on the finance committee
4. The minutes of the June 11, 2015 meeting were approved.
5. Regarding bookkeeping issues between the Encino Neighborhood council and Department of Neighborhood Empowerment (DONE): Discussed issue of expenditures approved in one fiscal year but not clearing Union Bank until the following fiscal year. Union Bank checks are being dated on expected arrival date. Apparently DONE notified some Neighborhood Councils (apparently not including most of the San Fernando Valley councils) of a procedure to send in a screen shot of outstanding disbursements at year end to get the checks posted to the correct fiscal year. Member Glen Bailey explained that DONE will be accepting quarterly Financial Status Reports (FSRs) which should be a mechanism for correcting the fiscal year posting of items.
6. The members proposed a resolution requesting that DONE have a rule that any fiscal year end item clearing the bank by the 7<sup>th</sup> (or so) of July be deemed applicable to the preceding fiscal year.
7. Glen Bailey reported that the \$5,000 increase in Neighborhood Council funds has been approved by the Mayor.
8. There was a unanimous vote to increase the fiscal year 2015-2016 budget by the expected \$5,000 increase in funds available (introduced by Todd Rubenstein, seconded by Glen Bailey)
9. Discussion of posting bank statements to web site. Conclusion was the bank statements with account number information redacted would be an attachment to the MERs which will be posted to the web site.
10. Discussion of confusion due to 2<sup>nd</sup> bank account being opened by DONE. Al Mass will discuss with DONE whether this is a permanent situation.
11. Meeting adjourned at 2039

Minutes prepared by Patricia Bates

ENCINO NEIGHBORHOOD COUNCIL  
FINANCE COMMITTEE  
MINUTES OF JUNE 11, 2015 MEETING

Members present: Al Mass, Todd Rubinstein, David Hudgins, Sharon Brewer, Patricia Bates, Raquel

1. Meeting was called to order, it was determined a quorum was present.
2. There was discussion of the now-up to date MERs for fiscal year ended 6/30 15
3. There was discussion of frozen funds and amount spent for past fiscal year, including over \$16,000 for staffing
4. Proposed budget for fiscal year ended 6/30/16 was discussed and approved unanimously. Emphasis on outreach for next fiscal year.
5. Issues with the NC office were discussed including telephone not working, problem sending emails, staffing person needs to be comfortable with web site, social media, working with pdf files. A mailing list was purchased in the past – not sure what status is.
6. Discussed issues with Planning and Land Use notifications being extended to 1,000' radius – will involve more cost and work.
7. Next finance committee meetings were scheduled for 9/3/15, 12/3/15, 3/3/16 and 6/2/16

Minutes prepared by Patricia Bates