

Sunland-Tujunga Neighborhood Council  
**SPECIAL BUDGET & FINANCE COMMITTEE MINUTES**  
**Meeting date: June 25, 2018 – MINUTES Draft**  
**Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042**

**1. Call to Order**

- a. Called to order 8:24pm
- b. Committee members present: Cindy Cleghorn, Bill Skiles, Pati Potter, Sandy Capps, Nina Royal
- c. Also present: Nancy Shannon
- d. Quorum met.

**2. Approval of the 6/11/18 minutes**

- Minutes approved as presented without objection.

**3. Funding requests finalizing FY 2017-18**

- a. Board member reimbursements: three items need to go onto the next board meeting agenda for approval:
    - i. Hrant = 4<sup>th</sup> of July Decorations.
    - ii. Pati = Ring Central and Constant Contact.  
(Pati's might have already been voted on; it is just Hrant's that needs to be voted on)
- Without objection, these reimbursements will be requested added to the July board meeting agenda.

**4. Discussion/Action: Draft STNC 2018-19 Administrative Package/Budget/Strategic Plan**

- a. A handout of ideas from the Land Use Committee (LUC) presented.
  - b. Any ideas from this Budget & Finance ?
  - c. Has anyone received any ideas from the other committees?
    - i. Sandy is working on the Emergency Preparedness Committee and will turn into Bill.
    - ii. Need to hear from the other committees, particularly regarding goals.
    - iii. Sandy will email Ana regarding the WEST Committee.
  - d. Bill could not find where the Strategic Plan belongs in the package.
    - i. Thinks it a great idea to do but wonders if it is required to be turned in with the Budget.
    - ii. Cindy does not think it has to be now but everything else does have to be done now.
    - iii. The Strategic Plan is a great tool for the board to note/outline their goals for the community in this fiscal year.
  - e. Recurring expenses should be listed as a line item so it does not have to be voted on each month.
    - i. If these cost change or deleted then a new vote would be needed.
    - ii. Need to know more on how recurring work in the portal.
  - f. Election funding will be the big item
    - i. An Election committee is needed.
- B&F Committee to look/study/come up suggestions to change and/or adjust the draft budget and strategic plan for a decision at our next B&F meeting before presenting to the board.

**5. Discussion/Action: Motion to approve recurring monthly expenses and include in the adopted fiscal year 2018-19 budget**

- a. For Payment by Monthly Credit Card: Constant Contact \$70./ Ring Central \$65./ Web Corner \$150./ Refreshments for General Board meeting \$80./ Inside Copier lease \$90.

➤ There was no oppositions to 5a.
- b. Should refreshment be split by committee or all committee grouped together?
  - i. Q. For convenience can the combined yearly total of all the committee be put on one line item?
  - ii. R. Committee event needs to ask each time, we need to keep track of what committee or regions spend.
  - iii. Each committee and/or region needs to say now what they intend or would like to spend.
  - iv. But the money will be tied up and if not spent then we will be rushing at the end of the year to spend the money.
  - v. In past there was a line item for each region.

**6. DISCUSSION STNC contracts What is expected of the vendor? Cost and timeline, duration. Following are comments from discussion held on these items:**

- a. Web Corner cost is \$150 month
  - i. How many calls do we get a month, what it includes?
- b. Bridgegap or any minute taker:
  - i. Do we pay by the hour or finished product? Different for every NCs
  - ii. Sandy feels it is a conflict of interest if a Region Rep takes the minutes, ok if the Secretary does because he is not getting paid to do it.

- iii. How much do we pay and what do we get.
- iv. Turnaround time = 7 days after meeting (started at 2 weeks then after more discussion settled on 7 days)
- v. Format = most liked Bridgegap's format.
- vi. What kind of quality we demand in the product:
  - 1. Specific format
  - 2. No spelling errors.
- vii. Cindy gave an explanation of how it worked when Pat Kramer was our minute taker with Apple One.
  - 1. Once she submitted that was as far as Pat went. Any corrections such as spelling errors it was corrected then presented to the board.
  - 2. Current way being handled, the correction are given back to the minute taker to change, which adds to the minute taker's billing cost and time delay for the board to receive the minutes.
- viii. More discussion ideas on how our minute taker task would function:
  - 1. Receive "First draft within 7 days after the meeting and in "Word" format sent to the President and Secretary. The Secretary would have so many days to find corrections that go back to the minute taker to make those corrections in so many days.
  - 2. Questions: Why pay them to do the corrections, the draft should go to the Secretary to look over, if the secretary finds spelling/typos etc. errors the Secretary should fix. Not the minute taker.
  - 3. If a company is putting themselves out there to do the job in a reasonable time they need to have the staff/personnel to give the product in a required time.
  - 4. The agenda needs to be given to the minute taker in a word format.
    - a. Agenda items need to be specific on the meeting agendas;
    - b. when it comes to the finance items the BAC must match the agenda item.
    - c. The item from the agenda before the meeting should be cut and pasted on to the BAC, if it gets revised during the meeting it can be marked on the BAC.
    - d. BAC saying just "See agenda item #..." is not acceptable.
    - e. Do we put the clearly marked "draft" minutes on the web site in advance, all should read and come to the next meeting of the correct as needed. Yes.
    - f. At the next meeting where/if corrections are noted, then the secretary makes those corrections to the draft, removes the draft copy and leaves the approved copy only on the website.
    - g. At bottom of the posted approved should state "Board approve..."
    - h. Minutes should not be so long and detailed, should just note the actions of the board, plain and simple.
    - i. Such as "Round Table Discussion regarding" on things that are not a definite action.
    - j. Announcements just give simple details.

**7. STNC Inventory**

- a. Sandy Capps and Nancy Shannon finished the inventory
- b. Exceptions: Tables, no qty. was on the sheet, found 7, Nina said there should be 10
- c. Chairs sheet shows 125 metals, not counted but left black. Thought STNC purchased 200 maybe only 125.
- d. Nightmare to count all the chairs, they are mixed in with other originations chairs.
- e. Video Camera – was to be repaired. Will check with Mark Seigel.
- f. There is a list of salvage items
- g. Smaller projector should still work.
- h. Sheet had 2 EZ-Ups, but only 1 found and it has a broken leg. Possibly can be fixed.
- i. New EZ-Up just arrived, to be added to the inventory.
- j. Final version of inventory Cindy will scan and have in the board package for vote
- k. Shall we accept inventory as presented?
- Unanimous Yes.

**8. Public Comments - None**

**9. Future Agenda Items - none**

**10. Announcements from Committee within STNC jurisdiction items - None**

Meeting adjourned at 9:22pm