

**Silver Lake Neighborhood Council
Budget and Finance Advisory Committee**

**Meeting Minutes (DRAFT)
June 11, 2019 6:30pm**

Silver Lake Recreation Center (Art Room)
1850 West Silver Lake Drive Los Angeles, CA 90026

1. Welcoming Remarks 6:30pm

The meeting was called to order at 6:30pm

In Attendance: Lena Najarian Kaderali
Samantha Danner
Nora Goudsmit
Seth Copenhaver
Sarah Ullman (7:00pm arrival)
Haley Guerra (7:15pm arrival)

2. General Public Comment on Non-Agenda Items

Samantha Danner announced that she has accepted a Data Science fellowship and will be in New York City from late June through mid-August. As such, she will be absent from the next two regularly scheduled Governing Board (the Board) Meetings. Samantha serves as second signer and bank card holder and stated that she will be in communication by email and phone for all bank card and second signing needs that can be handled remotely.

3. Election of Committee Co-Chairs

Samantha nominated Lena. Nora seconded.

Lena accepted the nomination.

Lena said she is the current Treasurer of her HOA and SLNC. She is detail oriented and has pre-emptively reviewed the prior two fiscal years of expenditures and is prepared for this role. Lena stated that she would be honored to Co-Chair the Budget and Finance Committee.

Samantha made a comment acknowledging her familiarity with Lena's experience with financial items and is excellent as such.

Vote for Lena as Co-Chair:

Samantha:	Yes
Nora:	Yes
Seth:	Yes
Lena:	Yes

Lena Najarian Kaderali was elected as Co-Chair.

Lena nominated Samantha Danner. Seth Seconded.

Samantha accepted.

Samantha said as second signer and bank card holder of the SLNC she would like to continue her involvement and help support Lena's efforts in the Budget & Finance Committee.

Lena commented that Samantha has been very responsive and a pleasure to work with in her capacities of second signer and bank card holder. As second signer and bank card holder, Samantha has been

great at navigating the late arrival of the bank card and coordinating payments accordingly, and would make a great Co-Chair for this Committee.

Vote for Samantha Danner as Co-Chair:

Samantha:	Yes
Lena:	Yes
Seth:	Yes
Nora:	Yes

Samantha Danner has been elected as Co-Chair.

4. Administrative Items

Review of the City Clerk's Budget Guidelines and Procedures

It was noted that the new fiscal year (2019-20) begins July 1, 2019 and Neighborhood Council's will operate on a budget of \$333/month until a budget is approved by the Governing Board. The Board must approve the Administrative Packet which details the budget, Financial Officers, lease agreements and vendors, as applicable. The budget line items are broken down in the following categories: 1) Office, 2) Outreach, 3) Elections (1, 2 & 3, collectively, General Operational Expenses), 4) Neighborhood Purpose Grants (NPGs) and 5) Community Improvement Projects (CIPs)

Samantha reiterated the importance of seeking Board approval of the budget at the scheduled June 18, 2019 Special Meeting of the Governing Board. Nora confirmed that the budget approval will be agendaized accordingly.

Lena stated that while not all Board Members will attend the Special Meeting, we can nonetheless seek approval so that we have a budget adopted before July 1, 2019 and if non-attending Board Members have comments or questions, those may be addressed at a later meeting. Likewise, the initially set budget can be re-visited and reallocated in the future with Board approval.

Instructions on accessing the City Clerk's Funding Dashboard

Lena noted that all information which will be presented tonight was accessed from the City Clerk's transparency dashboard. Currently, the City Clerk displays the current and past fiscal term's financials for public access at <https://cityclerk.lacity.org/NCFundPortal/Dashboard.html>. It's possible the dashboard will present a longer historical view (e.g. 3 terms), when the new fiscal year begins.

Review of Fiscal Year 2018-19 (ending June 30, 2019) projected ending financials

Lena said that based upon expenditures that we expect for the month of June we currently expect to have \$495 excess unallocated in Office, \$12 unallocated excess unallocated for Outreach, which would give us approximately \$506 (estimated) to possibly roll-over into the next fiscal year. These figures are subject to change based upon actual expenses incurred and realized this month. (as of the date of these DRAFT minutes (June 14, 2019), estimates are excess \$284 in Office and \$253 in Outreach. Subject to change upon finalization)

Discussion regarding proposed frequency and timing of future Budget & Finance Committee Meetings (in any case, no less than quarterly hereon).

Samantha asked if we could decide on the time of month when we could schedule meetings. Lena mentioned next meeting would be September, unless a reason to call a meeting sooner arises.

Samantha said that the second week would be good. It was decided to schedule meetings on the second Tuesday of September, December, March and June. 6 - 7:30. Seth will calendar the Art Room calendar accordingly.

Next scheduled meeting will be held on September 10, 2019.
(Item 5b was presented prior to 5a)

5b. Samantha made a motion to recommend the appointment of a second bank card holder to the full Governing Board.

Nora seconded.

Paul Emmons was mentioned as a possible candidate as he previously expressed interest at the May 1st Governing Board meeting and has the required in-person Funding training.

Samantha said that given Paul already mentioned he was interested and he is also the alternate signer, it would be a good idea to nominate him.

Paul's nomination will be presented to full Board for consideration. All other candidates, if any, will likewise be given equal consideration.

Vote to allow a second bank card holder for SLNC:

Samantha:	Yes
Nora:	Yes
Seth:	Yes
Lena:	Yes
Sarah:	Yes
Haley:	Absent

(7:30pm Sarah and Haley departed to attend Dog Park Committee Meeting)

[Budget Proposal Analysis discussed as follows can be found at <http://silverlakenc.org/budget-finance/>]

5a. Lena made a motion to discuss and approve a line item budget proposal to be presented to the Governing Board for formal approval for fiscal year 2019-20 (commencing on July 1, 2019).

Samantha seconded.

The fiscal year 2019-20 budget will be comprised of \$42,000 + any excess rollover funds to be allocated in August 2019. Lena walked through the analysis of SLNC 2018-19 vs 2017-18 spending, and spending compared to other all other NC's, eastside NC's, and CD4 and 13 averages (used FY 2017-18 per non-election year to standardize for 2018-19) and explained her arrival on the following proposed numbers for 2019-20:

- Office - \$11,820
- Outreach - \$12,415
- CIP - \$2,000
- NPG - \$15,765 (exclusive of estimated rollover funds, actual amount TBD, August 2019)

Group initially discussed and researched CIP guidelines to understand more about how those funds could be deployed (public space clean-up and beautification including art installations) to determine if \$2,000 seemed reasonable. Group concluded it was reasonable and that if CIPs proved difficult to allocate, a reallocation would be presented to the Board at a later date.

Discussion was had around the domain name and its pending expiration (renewal date, July 2, 2019). The renewal is coming up on July 2nd. The group discussing renewing for a longer period than 1 year but ultimately determined to maintain 1 year as the motion approved previously was for that term.

The group discussed adding refreshments (light food and beverage) to the budget for Governing Board Meetings, adding a Graphic Design line item for branding purposes. The NPG budget line item was reduced to allow for Graphic Design.

The group discussed the possibility of purchasing a laser printer but determined that it may be more convenient and cost effective to continue using a local printer. Samantha suggested setting up an account with a local printing vendor with pre-approved members for printing. The group determined that these printing services would be limited to agendas and minutes needed for Governing Board and Committee Meetings. Seth will call around to check for the best rates and report back.

The group also discussed possibly using the overhead projector (at Ivanhoe) to display agendas during meetings at that location to save on printing costs and reduce paper waste. It was determined that some stakeholders will continue to want hardcopy agendas, however, where possible, we should seek to use the projector.

The final budget proposal presented to be made to the Board on June 18, 2019 was as follows:

- Office - \$12,100
 - Outreach - \$13,600
 - CIP - \$2,000
 - NPG - \$14,300 (contemplates supplementation with excess rollover funds, TBD, August 2019)
- (see accompanying Budget Proposal Analysis documents for breakdown)

Samantha:	Yes
Nora:	Yes
Seth:	Yes
Lena:	Yes

6. There were no committee Member Comments or Announcements.
7. The following motions will be placed on the September 10, 2019 Agenda:
 - State of the Budget Review: review Fiscal Year 2019-20 financial standings and assessment of budget for re-allocation proposals as needed.
 - Assess the SLNC's ability to deploy CIP budget to present at October 2019 Governing Board Meeting. If possible, identify possible funding projects in this budget category for proposal to the full Governing Board.
8. There were no announcements.
9. Next Meeting Date: September 10, 2019 at 6pm - 7:30pm
10. Meeting was adjourned at 8:30pm