



Jose Orozco Pelico
Treasurer

Veronica Polanco
Board Member

[Vacant]
Stakeholder



Boyle Heights Neighborhood Council Budget and Finance Committee Meeting

DRAFT MINUTES

REVISED - Regular Meeting Agenda

Robert L. Stevenson Library 803 Spence St, Los Angeles, CA 90023
July 17th, 2018 at 6:15 PM

1. **Welcome, Roll Call - 6:15 PM; Jose and Veronica present; 1 vacant** [1 min]
 - a. Notice to interested parties for a seat on the Budget and Finance Committee
 - i. Position(s) available
2. **General Public Comment** [5 min]

Comments from the public on non-agenda items within the Committee's subject matter jurisdiction. This agenda item will last a total of 5 minutes and no individual speaker will be allowed more than one minutes.
3. **Review of Budget** [5 min]
 - a. Discussion and review of current budget for Fiscal Year 2018 - 2019
 - b. General budget updates
4. **Budget and Finance Business** [30 min]
 - a. Discussion and possible action to approve the minutes of the Budget and Finance Committee Meeting of [June 19th, 2018](#) - **Veronica motion; Jose second; 2 yes; 1 vacant**
 - b. Discussion and possible action to recommend to the BHNC Board to approve the Monthly Expenditure Report (MER):
 - i. [June 2018](#) - **Veronica motion; Jose second; 2 yes; 1 vacant**
 - c. Discussion and update on completed inventory of BHNC's assets
 - d. Discussion and update for storage unit for BHNC's assets
 - e. Outstanding Items:
 - i. Credit card receipt(s) for the BHNC funding card
 - f. Discussion and possible action to recommend to the BHNC Board to approve up to \$4,070.00 on BHNC branding material, requests of but not limited to the following: - **Jose motion; Veronica second; 2 yes; 1 vacant**
 - i. Two (2) table cloths with logo(s) up to \$400.00
 - ii. Canopy with logo(s) up to \$1,000.00
 - iii. Pop-up banner with logo(s) up to \$620.00
 - iv. Two (2) poster size BHNC logos up to \$100.00
 - v. Grocery bags with logo(s) up to \$500.00
 - vi. 3x3 stickers up to \$250.00
 - vii. Cardstock flyer: who we are up to \$200.00
 - viii. T-shirts up to \$500.00
 - ix. Hats up to \$500.00
 - g. Discussion and possible action to recommend to the BHNC Board to approve up to \$1,130.00 on Outreach items for general outreach, requests of but not limited to the following: - **Jose motion; Veronica second; 2 yes; 1 vacant**
 - i. Giant connect **four (4)** game up to \$500.00
 - ii. Two (2) face painting kits up to \$500.00
 - iii. Giant Jenga up to \$100.00
 - iv. Sidewalk chalk up to \$30.00



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- h. Discussion and possible action to recommend to the BHNC Board to approve payment to Continental Interpreting for the following invoices: - **Jose motion; Veronica second; 2 yes; 1 vacant**
- i. I-13835 dated 05/09/2018 in the amount of \$356.25
 - 1. Description: Service for BHNC Bylaws Meeting on 03/23/2018
 - ii. I-14788 dated 07/03/2018 in the amount of \$250.00
 - 1. Description: Service for BHNC General Board Meeting on 06/27/2018
- i. Discussion and possible action to recommend to the BHNC Board to approve payment to The Mailroom invoice: - **Jose motion; Veronica second; 2 yes; 1 vacant**
- i. 0555-BHNC dated 06/20/2018 in the amount of \$115.00
 - 1. Description: Monthly maintenance of BHNC website for \$100/mo and web hosting fee of \$15/mo
- 5. Reports and Updates** **[10 min]**
- a. Neighborhood Council Budget Advocates
 - i. [White Paper Recommendations; Issue 1; Volume No. 8; March 2018](#)
 - ii. Discussion and possible action to recommend two (2) Budget Representatives for the NC Budget Advocates <http://ncbala.com/responsibilities/> - **Recommendation of general board member as representative(s); recommendation to social media call to action for available positions; Jose motion; Veronica second; 2 yes; 1 vacant**
 - b. Discussion and possible action for CIS on Council File: [18-0467](#)
 - i. Description: Councilmember Ryu has asked for reports back on these issues from the Department of Neighborhood Empowerment and the Office of the City Clerk - **motion to table to next budget meeting - Jose motion; Veronica second; 2 yes; 1 vacant**
- 6. Discussion and Review of Neighborhood Purpose Grants:** **[1 min]**
- a. None Received
- 7. Guidelines** **[20 min]**
- a. Review of updated Neighborhood Council Funding [Program Policies and Guidelines](#): 2nd Ed; Dated 07/01/2018
 - i. Description: Office of The City Clerk has updated the Neighborhood Council Funding Program
 - b. Discussion and possible action to create guidelines for Neighborhood Purpose Grants (NPG) Community Improvement Projects (CIPS) for the Boyle Heights Neighborhood Council - **Jose motion; Veronica second; 2 yes; 1 vacant**
 - i. Capping NPGs to \$500.00 per application and organization; with exception
 - ii. Focus on boundaries within Boyle Heights
 - iii. Take into consideration NPG applicants' involvement with the BHNC
 - iv. Prioritize public institutions and NPGs that benefit the greater Boyle Heights community
 - v. Targeting varying demographics Promote mutual visibility and collaboration between NPG applicant and the BHNC
 - vi. Submit NPG application at minimum 60 days prior to event date
 - vii. Applicant presentation and/or representation encouraged at the Budget and Finance Committee
- 8. Adjournment - 7:48 PM** **Jose motion; Veronica second; 2 yes; 1 vacant**