



Jose Orozco Pelico  
Treasurer

Veronica Polanco  
Board Member

[Vacant]  
Stakeholder



**Boyle Heights Neighborhood Council  
Budget and Finance Committee Meeting  
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** **[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](#)
  - b. Discussion and possible action to recommend to the BHNC Board to approve the Monthly Expenditure Report (MER):
    - i. [June 2018](#)
  - 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:
    - 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:
    - i. Giant connect 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
  - h. Discussion and possible action to recommend to the BHNC Board to approve payment to Continental Interpreting for the following invoices:
    - i. I-13835 dated 05/09/2018 in the amount of \$356.25
      1. Description: Service for BHNC Bylaws Meeting on 03/23/2018



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- 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:
  - 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/>
- 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

## 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
  - 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 Applicant presentation and/or representation encouraged at the Budget and Finance Committee

## 8. Adjournment



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