



Venice Neighborhood Council

PO Box 550, Venice, CA 90294
www.VeniceNC.org Email: info@VeniceNC.org



BUDGET AND FINANCE COMMITTEE REGULAR MEETING

Date: October 10, 2024 | Time: 6:00 P.M.

Location: Extra Space Storage Community Room
658 Venice Blvd.

MINUTES

Translation Services: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Secretary@VeniceNC.org para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Committee meeting. Public comment is limited to one (1) minute per speaker, unless adjusted by the presiding officer of the Committee. Public comments for Budget and Finance Meetings may be emailed to the committee via treasurer@venicenc.org

CALL TO ORDER Time: 6:01

ROLL CALL WITH DECLARATION OF EXPARTE COMMUNICATIONS AND CONFLICTS OF INTEREST if any:

| | | |
|---------------------|--------|---------------------------|
| Helen Fallon, Chair | x | |
| Lisa Redmond | x | |
| Eric Hartnack | absent | VNC President, ex officio |

APPROVAL of PRIOR MINUTES: Motion to approve minutes of September 12, 2024 meeting LR, HF made Motion, 2/0/0

GENERAL PUBLIC COMMENT: Comments from the public on non-agenda items within the Budget Committee's subject matter jurisdiction.

Chair Report

Chair Report: Reached out to Communications suggesting possible savings could be generated by reducing Constant Contact e-mails to less than 5,000. We have a 50% opening rate and a review of the e-mails that aren't being opened indicate that there are consistently 1400 bad e-mail addresses and duplicates. Currently we have about 6k e-mails, eliminating these dead e-mails would reduce the billing from \$157 to \$119 per month- savings generated would be \$38/month or \$456/year. Nico was contacted, says he might be able to deal with this this month. Reached out to Tim Rudnick-Venice Oceanarium for a report on how NPG was used. An NPG we submitted to the Board last month was not heard. A new NPG for the festival was submitted yesterday, too late to be on the agenda, by Oakwood Preservation Coalition and is also incomplete. The issue with NPGs for the Jazz Festival is that the entity is not eligible for funding from the VNC because the founder is a Board Member. (Board members cannot benefit financially from taxpayer funds per the funding rules and ethics).

OLD BUSINESS:

- Review of rough draft, ideas for formatting VNC guidelines for NPG applicants. Assigned to Helen to create a checklist.
Motion: Postpone finalizing to November Budget and Finance Committee meeting. HF, LR made motion 2/0/0



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NEW BUSINESS:

1. Review of MER and Excel Budget Spreadsheet as of 9/30/2024. (see supporting documents)

Motion: The VNC Board approves the September 2024 Monthly Expenditure Report (MER). (See supporting documents) **LR/HF 2/0/0**

2. The VNC Board approves an annual expenditure of \$1,830 to Webcorner for maintenance of the VNC website (previously approved by the Board in the 2024-2025 Administration Packet). **LR/HF 2/0/0**

3. Discussion and possible Motions submitted by Rules and Elections Committee (4/0/0):
 - a. The VNC Board approves the following budget adjustments: allocate \$5,200 from the carryover from last fiscal year to Elections and \$67.07 from carryover to Office Expense/Constant Contact. **LR/HF 2/0/0**

Note: This adjustment will increase the Elections budget to \$9,300.

- b. Motion: The Rules and Elections Committee requests the VNC Board to reallocate and remove \$4,700 in funds between NPG and Outreach Committee budgets in to Election's budget.

Discussion: this is a budget adjustment motion. Rules and Elections needs to submit a funding motion that details Election expenditures. R & E also needs to coordinate with Outreach. Election expenditures require approval by the Board. Just having an election budget does not allow any expenditures. Chair stated that this information has shared twice with the R & E Chair (Soledad Ursua and that Chair also explained the process at the last R & E meeting. CJ Cole, member of the R & E committee (present at Budget meeting) should reach out to Soledad for the requirements and further clarification that have been provided by Budget and Finance. CJ shared her concern that a special meeting of the Board would have to be held if funds needed to be spent before the November Board meeting.

Motion: Rules and Elections will be asked to bring back an election funding motion before any budget adjustments to NPGs or Outreach are made. **LR/HF 2/0/0**

4. Discussion and possible Motions submitted by Outreach Committee: (see supporting documents for background information) Note: Motion 3a: \$2,000 was allocated in Admin Packet for tabling and for Motion 3B \$2,400 was allocated in Admin Packet.
 - a. Motion: The VNC Board of Officers approves the Outreach Committee to identify local events and venues with majority Venice Stakeholder attendance in order to perform Tabling/community engagement, using handouts, small banner insert panel, VNC Branded Swag and/or light refreshments. Total cost per tabling will not exceed \$200 and the total annual cost will not exceed \$2,000. **LR/HF 2/2/0**



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- b. Motion: The VNC Board approves \$2,400.00 for Outreach Tabling equipment: 4 low profile folding chairs, one additional folding 6' Table and a customized durable, high quality VNC Branded Tent which includes 3 sidewalls, accessories to secure and increase the durability and longevity of the Tent. The traditional VNC logo design and colors will be used. HF/LR 2/0/0

- 5. General discussion on future motions and/or budget funding issues. Committee comments on items not on the agenda.

ADJOURNMENT : 6:51



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In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.VeniceNC.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the VNC Secretary, email Secretary@Venicenc.org.

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For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our website www.venicenc.org



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