

HARBOR GATEWAY NORTH NEIGHBORHOOD COUNCIL

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FINANCE COMMITTEE MEETING

(All Stakeholders are welcome and encouraged to attend)

Tuesday August 27, 2019 6:30 pm

**Harbor Gateway Community Center
802 W. Gardena Blvd., Gardena, CA 90247**

Finance Committee Members:

La Juana Mitchell, Chair
Nancy Trojan, Secretary
Senita Craigen
Llewyn Fowlkes

Joan Jacobs
Deborah Lee
Franz Rodriguez

AGENDA

- 1) Welcome/call to order (5 minutes)
- 2) General public comment on non-agenda items (2 minutes per speaker-10 minutes total)
- 3) Review and motion to approve the minutes for the July 17, 2019 Finance Committee meeting and for the August 5, 2019 Joint Finance and Outreach Committee meeting (15 minutes) **VOTE**
- 4) Review of 2019-2020 budget of \$42,000, the MER for July, 2019 and pending expenditures for approval (15 minutes)
 - a) July 2019 General meeting flyer printing - \$512.89
 - b) July 2019 General meeting flyer distribution - \$1,275.00
 - c) August 2019 Office computer repairs – \$250.00
- 5) Review and motion to add \$2,523.71 of rollover funds to the current 2019/2020 Budget as discussed at the August 5, 2019 Joint Finance and Outreach Committee meeting. Revised total annual budget = \$44,523.71. (15 minutes) **VOTE**
- 6) Review and motion to make the following adjustments to the annual Outreach Expenses budget for discussed at the August 5, 2019 Joint Finance and Outreach Committee: (15 minutes) **VOTE**
 - a) Re-allocate \$2,500 from General Meeting Flyer Delivery to Marketing Incentives to increase marketing budget from \$0 to \$2,500

- b) Re-allocate \$200 from General Meeting Flyer Delivery to Refreshments-General Membership Meetings to increase Refreshments - General Membership Meetings from \$600 to \$800
 - c) Re- allocate \$500 from General Meeting Flyer Delivery to Event Expenses–Miscellaneous to increase Event Expenses–Miscellaneous from \$0 to \$500
 - d) Revised General Meeting Flyer Delivery budget = \$1,900; remaining available budget after July 2019 General Meeting expenses = \$625
- 7) Review and motion to make the following adjustments to the Office/Operating Expenses annual budget for as discussed at the August 5, 2019 Joint Finance and Outreach Committee as follows: Reallocate \$460 from Constant Contact to increase Committee Meetings Refreshments budget \$0 to \$460 (15 minutes)
VOTE
- 8) Review and motion to make miscellaneous adjustments to the annual budget for Operating and Outreach Expenses as follows: (30 minutes) **VOTE**
- a) Decrease total AT&T expense by \$120 to adjust budget to \$1,440 (based on monthly payment due)
 - b) Decrease total Insight Investment/Konica copier expense by \$38 to adjust budget to \$1,012 (based on monthly payment due)
 - c) Decrease total website update expense by \$100 to adjust budget to \$2,200
 - d) Increase Flyer Printer expenses for General Membership meeting by \$98 to adjust budget to \$2,100 (based on July 2019 General Meeting costs)
 - e) Increase Refreshments-General Membership meetings by \$160 to increase budget to \$960 (offset to above adjustments)
 - f) Increase Office Equipment Repairs expense from \$0 to \$500 and decrease amount of unallocated rollover funds from \$2,523.71 to \$2,023.71 (establish budget for the year and cover computer repairs in August)
- Net impact of adjustments = \$0
- 9) Review project proposals submitted by Outreach Committee and District Representatives and motion to make adjustments to the HGNNC Outreach budget. (30 minutes) **VOTE**
- 10) Motion to approve the 2019-2020 revised budget of \$44,523.71 which reflects the rollover funding and expense adjustments approved in agenda items #5 through #9 above with recommendation to the HGNNC Board. (5 minutes) **VOTE**
- 11) Announcements (10 minutes)
- 12) Adjournment/Setting of next meeting (5 minutes) – 1st Tuesday of the month at 6:30pm (if needed):
- October 1st
 - November 5th
 - December 3rd

The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’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 Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

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For information on the HGNNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the HGNNC Bylaws. The Bylaws are available at our Board meetings and our website <http://www.harborgatewaynorth.org/>

Agendas are posted for public review at the 135th Street School (801 W. 135th Street), at <http://www.harborgatewaynorth.org>, and via email by subscribing to L.A. City's Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>