

2-19-13 BUDGET AND FINANCE COMMITTEE MEETING MINUTES
MID VALLEY REGIONAL LIBRARY-NORTH HILLS-CA

1. Call meeting to order – Mary Armenteros/Chair – 6:35PM
 - a. Pledge of Allegiance – Led by Mary Armenteros/Chair

2. Committee member roll call
Mary Armenteros/Present
Anita Goldbaum/Present
Debra Perkins/Present
Debra Francisco/Present

Mike Kabo/Council Parliamentarian/Not Present

Residents/Stakeholders in attendance – 8

3. Public comments on non-agendized items

- a. Anita provided an update on the recent Call Fire notifications – 81 live answers, 45 answering machine messages, 3 busy and 11 no answer.

Mary stated an amount up to \$50 should be allocated for expenses on the Call Fire. Vicki Briskman/Treasurer Chatsworth NC stated that if you have office expenses make it a budget item; then you do not need to vote on the allocation each time; it will be a continual office expense.

Anita stated you have to have a balance in the Call Fire funds for at least \$10; we charged \$10 and, as a new client, we were given \$5 bonus. To date, we have used most of the \$10, if the amount falls under \$5, the account is on hold until you allocate additional money. Vicki stated for the interim put it under office expenses.

- b. Mary stated expense for food and refreshments should be broken down in a sub category in order to keep track of those expenses.

4. Presentations-Vicki Briskman/Treasurer Chatsworth NC will assist in discussion of issues the NHWNC is currently having issues with.

Currently we have approximately \$10,000 without the \$2500 for the Easter/Spring egg hunt, it needs to go to committee for approval first, however, if allocated there would be \$9,000 left in the budget. Vicki asked has the board decided what they want to do as a board and what each committee wants to do with their allocations? Mary and Anita advised that neither the board nor committees know exactly what they want to do. This will have to be brought up in committee and decide what is important to each committee and what to allocate for that particular event. Vicki stated that is the first thing that must be done before any other expenditure can be discussed. Again everything has to go to committee for vote and approval, then brought to the GBM for board vote and approval of any and all expenditures for each committee.

Anita stated there is Councilman Englander's Family Fest, wherein we would contribute \$1,000, we would then get a booth, wherein we can display our banner, have various flyers, materials, give aways, etc. Vicki stated that it is something we should consider; we would get lots of exposure and it is a fantastic outreach.

5. Old business – none

6. New business

a. Update and advise on new budget issues

Anita advised that we have several heavy-duty vinyl banners that can be used for outreach functions. However, they contain incorrect information as to the website address, etc. We have a copy of the original invoice where the past board ordered the banners. Anita suggested we contact them to find out how much it would cost to have grommets put on as well as update with the new information. Robin Tyler offered to call them to find out what the cost would be; in addition committee member Debra Perkins stated that she would also be happy to assist. In addition, they will contact Mike Khalid to find out what his charge would be to install grommets and update with the current information. Debra Francisco advises that she has the banners and will send pictures of them to Robin, Debra and Mike Khalid for their information. Robin and Debra Perkins will work together on this issue.

Anita stated that another outreach committee member wanted to allocate \$3200 to print and distribute another Westsider. Anita advised that it is not just \$3200 you must also allocate postage, which would bring it to approximately \$4,000. Currently there are not enough funds to do another Westsider and it might be better served for later in the year when there are more activities and events to promote. This item will be discussed at the next outreach committee meeting. Again, Vicki stated that outreach needs to decide what are the priority events they want to do.

Anita stated she spoke with Assemblyman Nazarian and invited him to our 10th Anniversary celebration; he could not attend due to previous obligations. She was advised that hopefully Mr. Nazarian will be happy to attend our meetings in the future and provide Sacramento updates to us.

Vicki asked Mary if she had spoken with the Police, Fire, etc. on what we may want to do to support them. This should go to the Public Safety committee for further discussion.

Since we have lost \$10,800, which we had hoped to get back, the only thing Mary could do was adjust each category; it can always be readjusted after the various committees meet to decide what events, etc. they wish to pursue. Mary has to go by what DONE states and prepare the DONE budget report per the required format.

Robin Tyler asked when you say DONE budget is that the budget that you present to them for approval or what we are currently working under as our operating budget? In addition she asked Mary if what she is saying that first it has to go to committee to decide what they want to do, then it goes back to the board for vote. If we have \$5,000 left for let's say Planning and Land Use, if they do not need it and they give \$1,000 to Outreach who needs it now, if they do not use it does it go back to Planning & Land use?

Mary advised that the budget cannot be changed at a board meeting, and that the budget can be revised as needed and re-distributed where needed as well. As of right now, she states that there are already monetary commitments that have to be accounted for. We have fixed expenses such as rent, etc. that have already been accounted for in the budget. Rules & Elections only allocated \$300 for printing costs and that may not be enough, Mary advises that there is \$500 in the printing budget and they may need to use the entire amount.

Regarding the Westsider, \$2400 was allocated for two Westsiders, \$1200 each, however, the decision was made to increase the circulation and it was upgraded to a Holiday Edition and notice for the Restaurant Depot hearing. As a result, there was additional expense incurred. If they wish to do another one, it must go to committee for approval and then to the board for vote.

Mary advised that we had \$27,000 and with all the fixed expenses and what could be allocated, we only have approximately \$9,000 to \$10,000 left to budget until the end of the fiscal year which is June 30th, 2013.

Vicki stated that it may be a good idea to have a retreat to review issues such as these with the entire council, to discuss where we are, where we are going and what we want to do. This would have to be discussed in committee and perhaps it can be done at New Horizons, \$180 for the room and do a pot luck; we could then have the retreat and the cost would be minimal; if not, we would have to wait until after July when we get new funding. Vicki stated that we should concentrate on items that would best serve the community as a whole and see where we can get the "best bang for our buck." Next fiscal year we will get even less money, perhaps \$32,000 to \$35,000

Paul Wolpa stated he has a copy of the bill from All Valley Rentals for the Emergency Event that was held last year. He wanted to know if perhaps we could have partnered with another council to split the cost then we would not have spent so much money. He stated that we had \$27,000 and now all of a sudden we do not. Mary and Anita both explained to Mr. Wolpa that we were hoping we did not have to cover the previous board Election expenses or the Webmaster expenses that they never paid. They returned the money to the City without paying these two expenditures. As a result, we have to pay them from our budget; we have no choice.

Vicki stated to Mr. Wolpa, give them a break, they have only been at this a little over 4 months and they have done a great job. She has been on the board for 10 years and they still do not know everything, it's impossible. They have been working very, very hard so he should give us more time.

Darlene Rogers/Resident/Stakeholder, suggested that it might be a good idea to create a flow chart to indicate what the committees do, how they are to work, etc. She also stated that it is tax time right now and she is busy, however, she would be willing to work with us to help create a flow chart. Perhaps that would resolve some confusion on structure, etc. Darlene stated that she has also done minutes before. She also stated that we should speak with other councils and find out what they are doing with regard to budgets, etc. it might be helpful.

Vicki stated that everything has to start with committee for discussion, vote and approval. Then it can go to the board for final board vote and approval.

Mary stated that both her and Anita have been to the Treasurer's Round Table and that is exactly what they are doing; discussing what other councils do and how they prepare budgets, etc.

Robin Tyler stated that she went to the Chatsworth Equestrian committee; the chairs do not make an autocratic decision, it is discussed, voted on and then brought to the board for vote. Mary stated that is why she thinks a retreat will be helpful now and perhaps not wait until July.

Vicki stated that we need to make sure that we use all of our money and not return any back to the city; Mary and Anita agree and that should not be a problem.

Robin states that Rules & Elections should have asked for printing expenses at the committee meeting and then to the board. If it is approved, the information has to be forwarded to Mary and it must include, the minutes, the receipt, copy of what was printed, etc.

Mary stated that any expenditures have to be done on the Pcard by June 15th. All information has to be presented to DONE; the budget we are working from has to match the paperwork that is submitted to DONE.

Robin asked what does the red mean on the proposed budget that is presented tonight? Proposed and approved but not funded. We have to be sure that we encumber expenses so we do not lose it in next year's fiscal budget.

Mary stated that she has to get information on the NPG for the LAPD Devonshire Division. Anita advised that it will be approximately 4 weeks before we know if the NPG for Monroe Mock Trial team has been granted or if they kick it back; we hope it does not kick back; they met all the criteria but you never know with the City.

7. Board comments

None

8 Meeting adjourns; 7:45PM