



# Venice Neighborhood Council

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



## BUDGET AND FINANCE COMMITTEE REGULAR MEETING

Date: May 16, 2024 | Time: 5:30 P.M.  
Location: Extra Space Storage Community Room  
658 Venice Blvd.  
MINUTES

**CALL TO ORDER: 5:33 p.m.**

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

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

**APPROVAL of PRIOR MINUTES:** Motion to approve minutes of April 2024 meeting. Motion approved: 3/0/0

**GENERAL PUBLIC COMMENT:** Comments from the public on non-agenda items within the Budget Committee's subject matter jurisdiction. NO PUBLIC PRESENT

### Chair Report and Committee Member Reports/updates:

Chair Report: NPGs scheduled on last month's Board agenda from Friends of the Venice Library and Venice Chamber of Commerce Foundation/Verdant Venice have been rescheduled to be heard under Old Business at the May Board meeting. Outreach to community prepared by Lisa Redmond, sent via Constant Contact soliciting additional NPGs resulted in 9 applications, 2 enquiries that did not generate npg applications and 1 NPG that will be resubmitted after 7/1. I have also sent another e-mail to Nico and Brian regarding Constant Contact expense and Google e-mail expense and looking in to Web Corner for e-mails. Outreach has also been advised of city clerk budget deadlines: June 1<sup>st</sup> last date to request a check payment, 6/20 last date to submit a credit card charge. Admin Packet will need to be prepared next month and Chair will send an e-mail to Board regarding anticipated expenditures for next fiscal year.

### NEW BUSINESS:

1. Review of MER and Excel Budget Spreadsheet as of 4/30/24

Motion: The VNC Board of Officers approves the April 2024 Monthly Expenditure Report (MER). (See supporting document) MOTION APPROVED: 3/0/0 Moved by EH, seconded by LR

2. Review of budget adjustments based on year end projections.

Motion: The Venice Neighborhood Board of Officers approves budget adjustments to the 2023-2024 Administrative Packet (see supporting document) MOTION APPROVED: 3/0/0 Moved by LR/ Seconded by EH. Will BE ADJUSTED TO REFLECT MOTION RECOMMENDING VENICE OCEANARIUM FOR FUNDING-see Item 4.

Budget Adjustment Details: Move \$4,000 from CIPs to NPGs, \$750 from Outreach/Applications to NPGs, \$3,000 from Operating Expenses: \$1500 from Printing, \$1500 from Office Supplies to NPGs (\$2,000 from Operating Expenses/Storage was already approved to be moved to NPGs on 2/20/24)

3. Invoice from Dept of Empowerment for Zoom license-discussion and review.



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Motion: The Venice Neighborhood Board of Officers approves an expense of \$193.74 for purchase of a Zoom license from the City of Los Angeles Department of Neighborhood Empowerment for the period 05/06/24 to 05/05/2025. (see supporting document) MOTION APPROVED: 3/0/0 Moved by LR, Seconded by EH

4. Review and Discussion of additional NPGs that were submitted and determination of which NPGs meet required criteria and are eligible for funding using THIS fiscal year's funding or next year's funding (see supporting documents-submission in alphabetical order.)  
All NPGs submitted were reviewed using the City's funding guidelines and for completeness.

The NPG from the Venice Oceanarium was found to be eligible for funding in this fiscal cycle.

Motion: The Venice Neighborhood Council's Board of Officers approves an NPG to fund the Venice Oceanarium for \$3407.40 to purchase specimens, branded canopy and branded tablecloths. (budget adjustment will reflect this) 3/0/0 (moved by LR, seconded by EH)

Additionally, a request will be made to the Venice Heritage/Jazz Festival regarding their NPG request for \$2,000. We will ask for more details regarding the overall budget, where additional funding is coming from and the public benefit. The event takes place at the end of September and is not eligible for funding in this fiscal year but would be eligible for funding in the next fiscal year (7/1/24-6/30/25).

5. Discussion about creating VNC guidelines regarding NPGs and requirements for consideration. Sample from DTLA NC (see supporting documents) is a possible template to use.

Committee agreed that there is a need to further clarify the City's guidelines:

- a. applicants should be advised that incomplete submissions will not be considered
- b. clarification on types of requests that are not eligible for funding e.g. items that are gifts to individuals, operating expenses of the non profit, insufficient public benefit to Venice stakeholders.
- c. Need for details regarding costs
- d. Lack of detail regarding additional funding sources if request is only for partial funding
- e. Request for most recent tax return an entity must be in good standing with State.
- f. Cap on funding requests from charities with assets or operating budgets exceeding a certain amount that needs to be defined.

Lisa is going to see if she can find some guidelines for CIPs since the VNC guidelines are out of date and do not reflect what the City currently requires.

Adjournment: 6:45 p.m.