

GRVNC BUDGET COMMITTEE MEETING DRAFT MINUTES
11/3/2005

1. Meeting called to order by CJ Cole at 8:30 am.
2. In attendance: Committee Members - CJ Cole, DeDe Audet, Richard Myers, Suzanne Thompson, Public: Challis Macpherson, David Moring, Edward Ferrer. Absent: None.
3. Challis Macpherson and Edward Ferrer volunteered and were appointed to the Budget Committee.
4. The Minutes of the 10/20/2005 meeting of the Budget Committee were approved as written.
5. David Moring, Chair of the Disaster Preparedness Committee, presented his Committee's Request for Budget Allocation in the total amount of \$500 through 6/30/06. The general feeling of the Budget Committee was that it was low. The budget request will be incorporated into the GRVNC Itemized Budget.
6. Suzanne Thompson asked that certain expenditures, approved by the 2004 GRVNC Board but not paid by DONE, be considered for payment by the current GRVNC Board. Discussion/recommendation was tabled to the next Budget Committee meeting. Suzanne and DeDe will research and provide the more details.
7. Motion was made (Challis) and seconded (Richard) that the Budget Committee recommend for approval to the GRVNC Board that all expenditures exceeding \$300 need to be approved in advance by the GRVNC Board at a publically noticed meeting. The motion carried 6-0-0.
8. Motion was made (Richard) and seconded (Challis) that the Budget Committee recommend for approval to the GRVNC Board that all expenditures (regardless of amount) need to be included in the GRVNC Board-approved Itemized Budget. Motion carried 6-0-0.
9. Motion was made (Suzanne) and seconded (Edward) that the Budget Committee recommend for approval to the GRVNC Board that the GRVNC policy shall include that first priority be given to Venice vendors and that 3 competitive bids be required for expenditures over \$300. Motion carried 6-0-0.
10. Discussion - Other Policies & Guidelines for Expenditures (as required by the City of LA) include:
 - Vendor must have a City of LA Business Tax ID
 - Pay for goods and services after delivered
 - Pay vendors directly to the business/service (as vs reimbursement)
 - Board member reimbursements must be approved by the Board at a public meeting.
11. Discussion - Requirements Prior to Payment (as required by the City of LA) :
 - Completed Expense Payment Request form
 - Original itemized receipt/invoice
 - Copy of item purchased and/or agenda of meeting for which the expenditure was made
 - Los Angeles Business Tax Registration Number
 - Employer Identification Number (corporation) or an IRS W-9 (all others).
12. Discussion - Other Financial Matters:
 - Itemized Budget - Need estimated Budget Requests from Committees. Challis presented the Budget Allocation Request for the Land Use & Planning Committee.
 - Office Rental - Needs to be private and lockable. Need to be able to access at all times (ie. NC needs to have a key to the

copier/computer. Ideal if space was large enough to accommodate some Committee meetings. DeDe reported that there is a possibility of a space in the Vera Davis Center. Challis suggested renting a storage space in Extra Space Storage. Challis will look into some possibilities. DeDe will follow up on what is available at Vera Davis. Any other suggestions are welcome.

- Telephone - Will need to install one when we find an office space.
- PO Box - CJ will speak to Jim Smith about the old GRVNC PO Box and if still exists.
- Equipment Purchase/Lease - CJ suggested that it might pay off to rent/purchase a copier.

13. Public Comment/Discussion: The Venice Surplus Fund was brought up and the question of what committee of GRVNC will be reviewing recommendations on its use. DeDe will look into it and address it with the GRVNC Board.

14. The next Budget Committee meeting was set for Thursday, November 10, at 8:30 AM at the Rose Cafe, 22 Rose Avenue, Venice, for the purpose of drafting an Itemized Budget to be presented to the GRVNC Board at their meeting scheduled for Tuesday, November 15. To be included in the Itemized Budget, all Committees must submit their Budget Allocation Request forms by the end of the day Monday, November 7. Submissions should be faxed to 310.823.6098 or emailed to cjcole@cjcole.com. Questions should be directed to CJ Cole at 310-823-3129 or by email (preferred) to cjcole@cjcole.com.