



Venice Neighborhood Council

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



BUDGET AND FINANCE COMMITTEE REGULAR MEETING

Date: June 13, 2024 | Time: 6:00 P.M.

Location: Extra Space Storage Community Room
658 Venice Blvd.

MINUTES

CALL TO ORDER: 6:04 p.m.

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 May 16, 2024 meeting. LR Moved, HF Seconded 2/0/0

GENERAL PUBLIC COMMENT: Comments from the public on non-agenda items within the Budget Committee's subject matter jurisdiction NONE

Chair Report and Committee Member Reports/updates:

Chair Report: The three NPGs we recommended to the Board were approved as submitted. They were promptly processed and approved by the City before the 6/1 deadline. No response to a second e-mail to Nico and Brian has been received regarding lower cost alternatives to Constant Contact and/or Google e-mail and looking in to Web Corner for lower cost e-mails. Note: 6/20 is the last date to submit a credit card charge.

OLD BUSINESS:

Discussion regarding creating VNC guidelines for NPGs and required criteria for consideration. Sample from DTLA NC (see May 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. what types of requests 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. Inadequate details regarding costs
- d. Lack of detail regarding additional funding if request is only for partial funding
- e. Request for most recent tax return
- f. Cap on funding requests from charities with assets or operating budgets exceeding ?

Lisa is going to see if she can find some guidelines for CIPs since the VNC guidelines are out of date and do not reflect what the City currently requires.

LISA REPORTED DID NOT FIND ANY NCs with CIP GUIDELINES AND MANY NCs DO NOT EVEN BUDGET FOR CIPs.

MOTION: Budget and Finance with draft and finalize guidelines and submit to the Board for approval. LR Motion, HF Seconded 2/0/0

Assigned to: LISA REDMOND AND CHAIR

Timeline: PREPARE DRAFT FOR JULY MEETING



Venice Neighborhood Council

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



NEW BUSINESS:

1. Review of MER and Excel Budget Spreadsheet as of 5/31/24

Motion: The VNC Board of Officers approves the May 2024 Monthly Expenditure Report (MER). See supporting document LR MOVED, HF SECONDED 2/0/0

2. Review of Motion from Outreach Committee

MOTION: The VNC Board of Officers approves an Outreach Expenditure of up to \$235 to purchase stand-alone Outreach Displays to be placed throughout Venice in select locations. (Outreach Committee 3/8/24, 3/0/0) LR MOVED, HF SECONDED 2/0/0 (Outreach provided description that will be added to Board Agenda)

3. Discussion and motion approving 2024-2025 Administrative Packet. Budget is based only on annual \$32,000 allocation from city. Anticipated carryover estimated to be \$4,000 plus has to be taken in to account later. FY 2024-25 is an Election year. Approved Admin Packet will be submitted on 7/1 to the City Clerk's office so that VNC ongoing expenses can be processed without having to reach out to the City Clerk.

MOTION: VNC Board of officers approves the 2024-2025 Administrative Packet including the 2024-2025 proposed Budget, second signers and credit card holders. (see supporting document for proposed budget only) FOLLOWING CHANGES WERE MADE TO DRAFT: INCLUDE \$4000 FOR NPGs, INCREASE OUTREACH BY \$900 FOR TABLECLOTHS, REDUCE ELECTION AMOUNT TO \$4100 (anticipated carryover of approx. \$4700 will be allocated to Elections) LR Moved, HF seconded 2/0/0

4. MOTION from Public Places Committee:

MOTION: The VNC Board of Officers approves ~~renewing~~ extending the walking tour app provided by STQRY (formerly Pocket Sights) for up to \$300 for the 2024-2025 fiscal period (currently \$23/month). LR Moved, HF seconded with amended language 2/0/0

Adjournment: 6:45 p.m.