



Venice Neighborhood Council

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



BUDGET AND FINANCE COMMITTEE REGULAR MEETING

Date: October 10, 2024 | Time: 6:00 P.M.

Location: Extra Space Storage Community Room
658 Venice Blvd.

AGENDA

Translation Services: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Secretary@VeniceNC.org para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Committee'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 Committee meeting. Public comment is limited to one (1) minute per speaker, unless adjusted by the presiding officer of the Committee. Public comments for Budget and Finance Meetings may be emailed to the committee via treasurer@venicenc.org

CALL TO ORDER Time:

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

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

APPROVAL of PRIOR MINUTES: Motion to approve minutes of September 12, 2024 meeting

GENERAL PUBLIC COMMENT: Comments from the public on non-agenda items within the Budget Committee's subject matter jurisdiction.

Chair Report and Committee Member Reports/updates

Chair Report: Reached out to Commuications suggesting possible savings could be generated by reducing Constant Contact e-mails to less than 5,000. We have a 50% opening rate and a review of the e-mails that aren't being opened indicate that there are consistently 1400 bad e-mail addresses and duplicates. Currently we have about 6k e-mails, eliminating these dead e-mails would reduce the billing from \$157 to \$119 per month- savings generated would be \$38/month or \$456/year.

OLD BUSINESS:

- Review of rough draft, ideas for formatting VNC guidelines for NPG applicants. Assigned to Helen to create a checklist.
Motion: Postpone finalizing to November Budget and Finance Committee meeting.

NEW BUSINESS:

- Review of MER and Excel Budget Spreadsheet as of 9/30/2024. (see supporting documents)

Motion: The VNC Board approves the September 2024 Monthly Expenditure Report (MER). (See supporting documents)



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2. The VNC Board approves an annual expenditure of \$1,830 to Webcorner for maintenance of the VNC website (previously approved by the Board in the 2024-2025 Administration Packet).

3. Discussion and possible Motions submitted by Rules and Elections Committee (4/0/0):
 - a. The VNC Board approves the following budget adjustments: allocate \$5,200 from the carryover from last fiscal year to Elections and \$67.07 to Office Expense/Constant Contact.

Note: This adjustment will increase the Elections budget to \$9,300.

- b. Motion: The Rules and Elections Committee requests the VNC Board to reallocate and remove \$4,700 in funds between NPG and Outreach Committee budgets in to Election's budget.

4. Discussion and possible Motions submitted by Outreach Committee: (see supporting documents for background information) Note: Motion 3a: \$2,000 was allocated in Admin Packet for tabling and for Motion 3B \$2,400 was allocated in Admin Packet.
 - a. Motion: The VNC Board of Officers approves the Outreach Committee to identify local events and venues with majority Venice Stakeholder attendance in order to perform Tabling/community engagement, using handouts, small banner insert panel, VNC Branded Swag and/or light refreshments. Total cost per tabling will not exceed \$200 and the total annual cost will not exceed \$2,000.

 - b. Motion: The VNC Board approves \$2,400.00 for Outreach Tabling equipment: 4 low profile folding chairs, one additional folding 6' Table and a customized durable, high quality VNC Branded Tent which includes 3 sidewalls, accessories to secure and increase the durability and longevity of the Tent. The traditional VNC logo design and colors will be used.

5. General discussion on future motions and/or budget funding issues. Committee comments on items not on the agenda.

ADJOURNMENT :



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Posting of Agendas

Neighborhood Council agendas are posted for public review as follows:

- Beyond Baroque, 681 Venice Blvd., Venice, CA 90291
- www.venicenc.org
- You can also receive our agendas by email, subscribe to L.A. City's [Early Notification System \(ENS\)](#) <https://lacity.gov/government/subscribe-agendas/neighborhood-councils>

Notice to Paid Representatives

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.VeniceNC.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the VNC Secretary, email Secretary@Venicenc.org.

Reconsideration and Grievance Process

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our website www.venicenc.org



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a. The venue/event supplies cost to participate if any will not exceed \$200.00 per tabling. This Motion enables the members of the Outreach Committee, Board Members or other Standing or Adhoc Committee Members to perform outreach engagement with our Venice Stakeholders at local events selected and pre vetted by the Outreach Committee without the need to submit a formal "Event Form" 30 days prior to identified venues. This Motion lists the rules we must follow to be in compliance with straight "Tabling" which allows VNC branded swag, handouts and light refreshments to be utilized. Our intention is to choose opportunities with zero participation fees (ie. venue charge for the booth). However, we can spend up to a maximum fee of \$200.00 per tabling for needed supplies listed above. Spending more than this limit changes it to an "Event" which requires the 30 day form, etc.

b. Equipment for VNC Tabling Events:

Recent tabling at public events has revealed that tenting and chairs are needed to replace the loaned tent and chairs currently provided by Erica Moore. A variety of options will be provided to view along with specifications. Standard 10 x 10 portable, easy to assemble tenting is suggested with highly visible VNC branding. The tent frame and canvas should be sturdy and high quality with a lifetime guarantee. This Canopy with removable sidewall(s) will provide shelter, shade and protection along with attractive visuals highlighting VNC branding and messaging to assist in outreach efforts by our Outreach Committee in promoting the Venice Neighborhood Council while performing outreach tabling. Total cost may include accessories needed to facilitate long-term preservation and maximum versatility of use such as weight bags for legs, a durable carry bag and shipping fees. Additionally, four low profile folding chairs are suggested to replace the 2 larger, bulky chairs currently owned by the VNC and one additional 6' folding table. Tent/Canopy Artwork Design, colors and style will align with our traditional VNC logo and color palette. See supporting documents for more details. This heavy duty portable structure, table and chairs will create visibility thereby assisting outreach efforts by the Venice Neighborhood Council Board and its Committee members at tabling events