

BUDGET AND FINANCE COMMITTEE

REGULAR MEETING

Date: December 9th | Time: 6:00 P.M.

Location: Venice Library Community Room

501 S. Venice Blvd.

MINUTES

CALL TO ORDER Time: 6 pm

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

Helen Fallon, Chair x Lisa Redmond x Eric Hartnack x

APPROVAL of PRIOR MINUTES: Motion to approve minutes of 10/10/24 meeting. (November meeting cancelled so no November minutes) LR Move, HF 2nd, 2/0/1

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

CHAIR REPORT AND COMMITTEE MEMBER REPORTS/UPDATES:

Chair Report: Status of Checklist for NPGs. City Clerk has upped initial funds available to NCs at start of the NC fiscal year before approval of Administrative Packet by newly elected Board from \$333 to \$600.

OLD BUSINESS: None

NEW BUSINESS:

1. Review of MERs and Excel Budget Spreadsheet as of 10/31/2024 and 11/30/2024 (see supporting documents)

Motion: The Venice Neighborhood Council Board approves the October 31, 2024 and November 30, 2024 Monthly Expenditure Reports (MER). (See supporting documents.) EH Moved, LR 2nd 3/0/0

2. Review of Inventory prepared by Communications Chair and Outreach Chair

Motion: The Venice Neighborhood Council Board approves the inventory of items in storage (see supporting documents) EH moved, LR 2nd, 3/0/0

Discussion: Suggestion that there should be a sign in-sign out tracking system since 2 items were not located and that Nico explain to the Board what these items are actually being used for.

3. Discussion and motions for Funding Motions submitted by Rules and Elections:

a. Printing of Postcard

The Rules and Elections committee has a budget of \$9,300 for the 2025 VNC Elections. The committee budget allocates up to \$2,500 for printing, and up to \$6,800 for the mailing of the election postcard. These numbers include a contingency for additional tax and fees.

Motion: The Rules and Elections committee requests up to \$2,500 for Printing Expenditure (printing 30,000 5x7 pieces) through Next Day Flyers as related to election expenditures. The Rules and Elections committee seeks approval to use the VNC Bank Card to complete online payment to vendor. (R& E 4/1/0) See supporting documents for details

b. Mailing of Postcard

The Rules and Elections committee requests up to \$6,800 for Mailing Expenditure (mailing 30,000 5x7 pieces) through United States Postal Service, Every Door Direct Mailer service as related to election expenditures. The Rules and Elections committee seeks approval to use the VNC Bank Card to complete online payment to vendor. (R&E 4/1/0) See supporting documents for details

BUDGET AND FINANCE MOTION: Move to forward A & B without prejudice to the Board as the funds were previously allocated by the Board. LR Moved, EH 2nd 3/0/0

DISCUSSION: Budget requests are overstated: Motion A refers to 30,000 pieces but estimate is for 35,000 and Motion B is for approx. 28,000 pieces to be distributed and also includes 90292 addresses that are in LA County. R & E has also been advised regarding upping the credit card limits and what will be required by the City Clerk in order to do this.

c. Additional Funds needed for 2025 Election

The Rules and Elections committee is historically underfunded at \$9,300 for the 2025 Elections. This is only 42% of total funding from the 2023 Elections which had a budget of \$22,000. The Committee is seeking additional funding for a candidate statement and delivery/mailing.

The committee is asking the VNC Board and/or Budget Committee to identify possible unused funds that can be allocated towards this effort. (R&E 5/0/0)

MOTION: Rules and Elections will be advised that in order to review and allocate funds Budget and Finance will need a pro-forma line item budget. LR Moved, EH 2nd 3/0/0

NEXT MEETING: Monday, 1/13/25 6 pm

Meeting Adjourned: 6:50 pm