

BUDGET AND FINANCE COMMITTEE
REGULAR MEETING
December 10 2025 6 p.m.
Extra Space Storage Community Room

CORRECTED
AGENDA 3.
ARTICLE V I C s/b D

MINUTES

CALL TO ORDER: 6:09 p.m.

ROLL CALL WITH DECLARATION OF EX PARTE COMMUNICATIONS AND CONFLICTS OF INTEREST if any: PRESENT: Helen Fallon, Chair, Crystal Lopez, Robin Rudisill, Lisa Redmond, ABSENT: Eric Hartnack

APPROVAL of PRIOR MINUTES: Motion to approve minutes of November 12th, 2025 meeting.

Lisa Redmond Moved: Approved 4/0/0

GENERAL PUBLIC COMMENT: Comments from the public on non-agenda items within the Budget Committee's subject: N/A no one present Note: Erica Moore, Sarah Mahir, Lydia Ponce arrived around 6:30.

Chair Report and Committee member Reports/updates

OLD BUSINESS:

1. Update on possible bulletin board at the library: No progress. Library will be closed for interior and exterior painting from end of December through March 2026.
2. Discussion and possible motion regarding VNC NPG requirements to include language in standing rules to require submissions at least 45 days before the Board meeting at which NPG will be heard. Possible Motion language: VNC Board approves the following standing rule: NPG applications must be filed at least 45 days before the Board meeting at which the NPG will be agendaized. Rationale: this would allow sufficient time to address any deficiencies in the application.

MOTION: VNC Board approves a standing rule that Neighborhood Purpose Grant (NPG) applicants will follow both city NPG funding guidelines and regulations and the VNC NPG Eligibility and Application Guidelines. (see supporting documents) HF Moved, LR 2nd 4/0/0

3. Review of VNC Standing Rules that relate to Budget and Finance. Committee discussion regarding what should be in the Bylaws (bylaw amendments must be submitted to DONE by 4/1/26), what procedures need to be spelled out, and what should be eliminated.

Following changes to be submitted a amendment to the Bylaws:

ARTICLE VII ~~B~~^{D.} insert "and expenditures" after financial matters in first sentence. Add in 2nd sentence after Vets all Neighborhood Purpose Grants "for accuracy and compliance. 3rd sentence change "applications" to "requests".

ARTICLE IX A. Need to verify if the language "to keep in compliance with Generally Accepted Accounting Principles" is official DONE language.

STANDING RULES: 31. Eliminate items and substitute "matters and expenditures". Add after vetted "for accuracy, any necessary budget adjustments and compliance"

Moved by LR, 2nd by RR 4/0/0

Chair will contact DONE and funding re "GAPP language" and prepare paperwork to submit bylaws amendments. Standing rules will be reviewed in full at next meeting with final corrections made.

NEW BUSINESS:

1. Review of MER as of 11/30/25. (see supporting documents)

Motion: The VNC Board approves the November 2025 Monthly Expenditure Report (MER). (see supporting documents) Moved RR, 2nd CL 4/0/0

2. Discussion and recommendations for future meetings: e.g. Report at 6 months on Actual versus Budget. Lisa to prepare announcement of NPG availability to be sent out in January.

Next meeting: January 14th 2026, 6 p.m. Extra Space Community Room

Adjournment: 6:59 p.m.