

Executive Summary — Budget & Finance Motions (Governance & Operations)

Venice Neighborhood Council
February 2026

This Executive Summary accompanies a set of motions submitted for **Budget & Finance Committee review and recommendation**. Each motion requests approval of a **capped expenditure**, identifies the relevant **budget line item**, and supports the Council's **governance, training, and administrative continuity** responsibilities.

Summary of Motions

1. Temporary Parliamentarian Services

- **Purpose:** To provide limited, advisory-only parliamentary guidance to support orderly meetings and procedural compliance.
 - **Budget Cap:** Not to exceed **\$800**
 - **Budget Line Item:** Professional Services
 - **Notes:** Temporary, advisory role only; no policy or voting authority.
 - **I've spoken with a past parliamentarian who has suggested this per meeting cost.** The intent is for every board member to have procedure fluency since it is clear they do not. I have another option which is to have a mandatory class on parliamentary procedure during a retreat and that would bring the cost down potentially if people are more comfortable with the knowledge gained.
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2. Temporary Administrative / Secretarial Support

- **Purpose:** To support meeting preparation, minutes, agenda support, and records organization during a transition period.
 - **Budget Cap:** Not to exceed **[\$560]**
 - **Budget Line Item:** Administrative / Operations (or Professional Services, per DONE guidance)
 - **Notes:** Temporary, time-limited support; non-Board role.
 - **Checked with Sagedoer** - \$6-7.00 per hour and for use during Bylaws review and to update our templates for consistency and ease of use - 2026 Virtual Assistant Cost – See attachment.
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3. Board Retreat / Governance Training

- **Purpose:** To provide a publicly noticed Board retreat or training session focused on governance, communication, and compliance (e.g., bylaws, standing rules, Brown Act awareness).
 - **Budget Cap:** Not to exceed **\$1,200**
 - **Budget Line Item:** Board Training / Operations
 - **Notes:** Open to the public; no alcohol or non-permitted expenses. See North Hills NC Agenda and cost breakdown.
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4. Printing of Governing Documents (Bylaws 30 pages, Standing Rules 15 pages, Rules of Decorum)

- **Purpose:** To provide printed governance reference materials for use by Board members during meetings.
 - **Budget Cap:** Not to exceed **\$160**
 - **Budget Line Item:** Board Training / Governance / Operations
 - **Notes:** Materials remain property of the Venice Neighborhood Council. Staples is .10-.15/COPY plus tax with 45 pages x 21 copies = \$141.75 plus tax.
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5. Robert's Rules of Order Reference Books

- **Purpose:** To provide shared parliamentary reference materials for Board use during meetings.
 - **Budget Cap:** Not to exceed **\$350**
 - **Budget Line Item:** Board Training / Governance / Operations
 - **Notes:** Up to 21 copies; Council property. Members may retain copies by reimbursing the Council at cost of \$7.99-23.35 per copy on Amazon plus tax (\$167-495.00). SUGGESTION IS FOR 21 OF \$7.99 VERSION AND ONE COPY AT \$23.55
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Procurement & Process Note

Vendor selection and final quotes shall be obtained following Board approval, consistent with standard Neighborhood Council procurement and reimbursement practices.

Key Statement (for the record):

“Each motion requests approval of a capped expenditure category; specific vendors and final quotes would be selected following Board approval, consistent with standard Neighborhood Council practice.”

Purpose of This Summary

This document is provided to enable **efficient review** by the Budget & Finance Committee by presenting each motion's scope, cost cap, and budget category in a concise format, without requiring reference to multiple documents.

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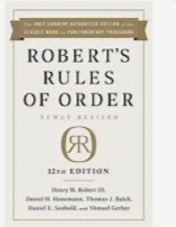


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