

DRAFT

Lake Balboa Neighborhood Council
Special Board Meeting Minutes
Thursday, August 19, 2010, 7:00 PM
Lake Balboa Studios
7412 Balboa Blvd.
Lake Balboa, CA 91406

D. Bernardoni	Residential Rep. 1st V.P.	P
Linda Schwering	Residential Rep. Treasurer	P
Cynthia Weichelt	Residential Rep.	A
Jack Baird	Residential Rep.	P
Linda Pruet	Residential Rep	P
Allen Nelson	Residential Rep. Communications Officer	P
Steve Leffert	Organizational Rep.	P
Ruth Doxsee	Organizational Rep.	P *
Lisa Reveen	Organization Rep. 2nd V.P.	P
Bill Haller	Business Rep.	P
Clay McFarland	Business Rep. President	P
Teresa Pollock	Business Rep.	A
Carl Schwering	Senior Rep.	P
E. Doxsee	Youth Rep.	A
Roger Ortiz	At-Large Elected Rep.	P
Sylvia Silva	At-Large Appointed Rep.	A
Frank Ahn	At-Large Appointed Rep. Secretary	A

* Arrives at 7:10 PM

1. Called to order at 7:05 PM
2. Roll Call. Adoption of Agenda. Moved by L. Reveen, seconded by B. Haller. Approved 11-0
3. Review of Budget. Move to approve the budget as proposed and send a resolution of such to DONE Moved by D. Bernardoni and seconded by L. Reveen. Approved 11-0.
(The proposal included to decrease spending for Newsletters by \$5,000 and add that amount to Outreach Events, decrease Community Improvement Projects by \$1,000 and add that amount to Outreach Events, and decrease Neighborhood Purpose Grants by \$4,000 and add that amount to Outreach Events. This would bring the total for Outreach Events to \$10,000, Newsletters to \$15,000, Community Improvement Projects to \$40,465, and Neighborhood Purpose Grants to \$1,000.)
Motion to spend up to \$300 for additional tables for our meetings. Moved by S. Leffert, seconded by B. Haller Passed unanimously.
4. Adjournment. Moved by D. Bernardoni, seconded by R. Ortiz. Passed unanimously. 7:45 PM

**Lake Balboa Neighborhood Council
Budget for Fiscal Year 2010-2011
DRAFT**

Funds	
Yearly Allocation	\$ 45,000.00
Rollover	\$ 32,290.47
Total	\$ 77,290.47

Budget		Annual Total	
Codes	Category	%	Total
100 Operations			
AUD	Audio and Video Services		
FAC	Facilities Related and Space Rental		
POS	Postage		500
OFF	Office Equipment and Supplies		2,000
MIS	General Operations/Miscellaneous		1,000
EDU	Board Retreat/Training		
TAC	Staffing and Temporary Help		2,000
TRL	Translation and Transcription		
	Sub Total	7.12%	\$ 5,500
200 Outreach			
ADV	Advertising		1,000
ELE	Election Outreach and related costs		0
EVE	Outreach Events		10,000
POS	Postage/mailings		
EVE	Food and Refreshments for Events and Meetings		1,200
NEW	Newsletters		15,000
WEB	Website Maintenance/Enhancement/Creation		3,125
	Sub Total	39.24%	\$ 30,325
300 Community Improvement			
CIP	Community Improvement Projects		40,465
	Sub Total	52.36%	\$ 40,465
400 Neighborhood Purpose Grants			
GRT	Neighborhood Purpose Grants		1,000
	Sub Total	1.29%	\$ 1,000
Grand Total			\$ 77,290

Budget Narrative:

OPERATIONS:

Operations includes operational expenses such as: audio/video expenses, translation and transcription costs, rent and maintenance costs related to facilities, fees for space and storage rentals, supplies and copying for board meetings and committee meetings and other administrative expenses such as staffing and temporary help, postage, mail service, business cards and letterhead, board retreats and training, and other expenses deemed necessary by the NC board.

OUTREACH:

Outreach expenses include, but are not limited to, hosting and maintenance of the NC website, emails and stakeholder database, newsletters, banners, outreach advertising, stakeholder /outreach events, elections, postage and mailings related to outreach efforts and other general outreach expenditures as approved by the NC board.

Specific Outreach events should be specifically approved by the NC board and reflected in the minutes.

COMMUNITY IMPROVEMENT PROJECTS :

Community Improvement Projects and Neighborhood Purposes Grants cover a wide array of projects for the community. Some examples are: costs associated with beautification projects, tree planting, sidewalk washing, median maintenance, infrastructure projects to City owned facilities, sports facilities, fire stations, police station, parks and other community facilities; community based events and programs such as CERT training, disaster awareness and preparedness, neighborhood watch and life and safety programs; graffiti abatement, to name a few.

NEIGHBORHOOD PURPOSES GRANTS:

Qualifying schools and 501(c)3 non-profit organizations are eligible for Neighborhood Purposes Grants.

Specific Community Improvement Projects and Neighborhood Purposes Grants should be specifically approved by the NC Board and reflected in the minutes.