



minutes

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

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Tuesday, September 5, 2017 Budget and Finance Committee Meeting

Marine Exchange Conference Room
3601 S. Gaffey Street, #803, San Pedro, CA 90731

MEETING NOTES

- 1. WELCOME AND CALL TO ORDER:** Meeting was called to order at 6:00 pm by Chair Robert Bryant. There was a quorum with 5 committee members, and 3 others present.

Committee Members

Robert Bryant, Chair	Present
Adele Healy	Present
Bob Gelfand	Present at 6:45 pm
David Meyers	Present
Dean Pentcheff	Present

Other Attendees

Doug Epperhart
Millicent Borgarding
Mike Riso

- 2. INTRODUCTIONS**

- 3. PUBLIC COMMENT ON NON-AGENDA ITEMS**

- Millicent Borgarding commented that she hopes that this year the NPG process will be done properly.

- 4. UPDATE ON TREASURER'S REPORT – Treasurer, David Myers**

- All bills approved at the last meeting have been paid. There are currently no items pending for payment.
- If there is not an election in 2018, it is proposed to take \$1,575 for Dropbox from Elections and move it to Operations.

The CSPNC moves to approve the purchase of a Dropbox for business account for 14 users at a cost of \$12.50 per user/per month, paid lump sum annually, to serve as a centralized cloud server for all CSPNC committee chairs, executive officers and two administrative staff members. This account will host all CSPNC documents as a centralized shared resource, with a public link for public access.

Motion by David Meyers to approve the above motion, seconded by Dean Pentcheff. Motion passed with 3 yes (Healy, Meyers, and Pentcheff) 0 no, 1 abstention (Bryant), and 1 not yet arrived (Gelfand).

- 5. UPDATE ON CREDIT CARD POSITION – Treasurer, David Myers**

- The credit card is live and ready for use.

- 6. UPDATE ON ANY TRAINING NEEDED ON SECOND SIGNER AND PURCHASE CARD HOLDER**

- Second Signer, Doug Epperhart will take the required training as soon as possible.
- Card Holder, David Myers has completed the required training.

- 7. UPDATE ON GRANT APPLICATION REQUESTS**

- No applications have been received as of this meeting.
Motion by Dean Pentcheff to approve postponing the Saturday, September 16, 2017, Neighborhood Purpose Grant (NPG) application submission deadline to Friday, October 13, 2017, seconded by David Meyers. Motion passed with 5 yes (Bryant, Gelfand, Healy, Meyers, and Pentcheff) 0 no, and 0 abstentions.
- Accordingly, the Tuesday, September 19th Special Meeting to review Neighborhood Purpose Grant applications will be rescheduled.

- 8. REVIEW SUBMITTED COMMITTEE FUNDING REQUEST FORMS** – None
- 9. REVIEW PROCEDURES FOR HAVING A NOTE TAKER AT COMMITTEE MEETINGS** – Bob Bryant
- a. Committee requests to have a note taker at a committee meeting need to be submitted to Bob Bryant, no less than 7 days prior to the meeting.
 - b. If a committee requests a minute taker but does not have a quorum or cancels a meeting with less than 72 hours' notice, there will be a one hour minimum charge for the note taker's time.
 - c. If a committee requests a note taker but consistently does not have a quorum or cancels meetings with less than 72 hours' notice, the committee will not be allowed to request a note taker for future meetings.
 - d. Committee chairs will initial an acknowledgement form at the meeting, provided by the note taker, so that the Treasurer will know who requested the note taker and that the invoice to follow is valid.
- 10. COMMITTEE MEMBER COMMENTS ON NON-AGENDA ITEMS** – None
- 11. PUBLIC COMMENT** – None
- a. Bob Gelfand commented about the importance of having an official vote on agreed upon text at committee meetings.
- 12. THE COMMITTEE WILL HOLD A SPECIAL MEETING ON TUESDAY, SEPTEMBER 19TH, AT 6:00 PM, AT THE MARINE EXCHANGE TO SELECT GRANT RECIPIENTS** – Please see item 7.b. above.
- 13. ADJOURNMENT:** The meeting was adjourned at 7:00 pm. The next meeting will be Tuesday, October 3, 2017, 6:00 pm, at the Marine Exchange.

Respectfully submitted,
Sheryl Akerblom
for the Coastal San Pedro Neighborhood Council Budget and Finance Committee