



minutes

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

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Tuesday, August 1, 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 6:05 pm by Chair Robert Bryant. There was a quorum with 5 committee members.

Committee Members

Robert Bryant	Present
Adele Healy	Present
Bob Gelfand	Present
David Meyers	Present
Dean Pentcheff	Present

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

- a. Adele commented that she thinks having a paid note taker for every committee meeting is a good idea.

3. **MOTION TO APPOINT A PURCHASE CARD HOLDER AND SECOND SIGNER, BRING TO BOARD**

- a. Purchase Card Holder – Treasurer, David Myers attended funding training last week and signed up to get the P-Card.
- b. Second Signer – Also at the training Treasurer Myers, signed up Doug Epperhart to be second signer.

The Budget and Finance Committee recommends that Treasurer, David Myers be the Purchase Card holder, and that President Doug Epperhart be Second Signer.

Motion by David Meyers to adopt the above motion, seconded by Dean Pentcheff. Motion passed with 5 yes (Bryant, Healy, Gelfand, Meyers, and Pentcheff) 0 no, and 0 abstentions.

4. **MONTHLY TREASURER UPDATE ON STATUS OF OPENING OUR FUNDS –** Treasurer, David Myers

- a. We have access to all \$42,000 of CSPNC's funds. Until the P-Card arrives in approximately two weeks we can only write checks.
- b. The P-Card has a \$5,000 per day limit, and a \$1,000 per transaction limit. Larger amounts can be approved by the City Clerk's office with 2 to 3 days prior notice.

5. **MOTION TO SET RULES FOR GRANTS. THESE RULES MUST BE IN PLACE BEFORE RELEASING THE GRANT PROGRAM**

- a. For the first half of the 2017-2018 fiscal year there is \$2,500 allocated to grants and sponsorships.
- b. The committee decided to wait and see what kind, and how many, applications are submitted to recommend dollar amounts.
- c. Treasurer, David Myers, will bring a motion at the agenda setting meeting to release the grant and sponsorship funding application program.

6. **DISCUSSION, DO WE WANT TO HAVE AN ASSISTANT CHAIR FOR OUR COMMITTEE IF SO, APPOINT AND SEND TO BOARD –** The committee opted not to appoint an assistant chair at this time.

7. MOTION TO SET PROCEDURES FOR COMMITTEES TO REQUEST FUNDING

The CSPNC shall require that committees of the CSPNC shall apply for funds using the following form, which shall be submitted to the Budget and Finance Committee, which shall determine the availability of the requested funds and forward the request to the board.

Approved with 5 yes (Bryant, Healy, Gelfand, Meyers, and Pentcheff) 0 no, and 0 abstentions.

8. SET THE FIRST TUESDAY OF THE MONTH AT 6:00 PM AT THE MARINE EXCHANGE AS OUR REGULAR MEETING – Approved

9. TREASURE REPORT ON TRAINING PROGRAM – Treasurer, David Myers

- a. He attended funding training and thinks the new system is good, and very streamlined. Accordingly, it will not be necessary to hire bookkeeping temporary staff to assist him.

10. MOTION FOR FUNDING FOR A NOTE TAKER FOR THE HARBOR ALLIANCE OF NEIGHBORHOOD COUNCILS (HANC)

Be it resolved that the Harbor Alliance of Neighborhood Councils hire a note taker for each monthly meeting that is paid for in equal parts by each HANC member Neighborhood Council, which we are a member, at an approximate annual cost (not to exceed) of \$360 per council.

Motion by **Bob Gelfan** to amend to an amount not to exceed \$550 (due to the lack of participation by Wilmington NC), seconded by **David Meyers**. Motion passed with 5 yes (Bryant, Healy, Gelfand, Meyers, and Pentcheff) 0 no, and 0 abstention(s).

Motion by **Bob Gelfan** to approve the above motion as amended, seconded by **David Meyers**. Motion passed with 5 yes (Bryant, Healy, Gelfand, Meyers, and Pentcheff) 0 no, and 0 abstention(s).

Motion by **David Meyers** to reallocate \$550 of \$6,000 from budget line item 100 OPERATIONS Temporary Staff Bookkeeping, to 100 OPERATIONS Temporary Staff Transcription, and to set aside the remaining \$5,450 to pay for note takers for committee meetings, seconded by **Robert Bryant**. Motion passed with 5 yes (Bryant, Healy, Gelfand, Meyers, and Pentcheff) 0 no, and 0 abstention(s).

11. PUBLIC COMMENT – None

12. COMMITTEE MEMBER COMMENTS ON NON-AGENDA ITEMS – None

13. ADJOURNMENT: The meeting was adjourned at 7:00 pm. The next meeting will be Tuesday, September 5, 2017, 6:00 pm, at the Marine Exchange.

Respectfully submitted,

Sheryl Akerblom

for the Coastal San Pedro Neighborhood Council Budget and Finance Committee