

## Van Nuys Neighborhood Council

### Committee Members:

Kathy Schreiner  
Jennifer Febre  
Britt Vaughan  
Matt Wayne  
Hakop 'Jack' Azatyan



Van Nuys Neighborhood Council  
Budget and Finance Committee  
Monday, August 22, 2022  
7:00 p.m.  
Virtual Meeting



Van Nuys  
Neighborhood Council  
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### Minutes of the Budget & Finance Committee

Chair of Budget and Finance Committee: **Jennifer Febre**

Members of Budget and Finance Committee: **Kathy Schreiner, VP; Hakop Azatyan, Matt Wayne, Britt Vaughan**

1. Welcome, Pledge of Allegiance, and Roll Call.
  - a. Meeting called to order by Treasurer Febre at 7:05pm
  - b. Treasurer Febre reviewed the governor's executive order
  - c. Pledge of Allegiance
  - d. Roll Call

<b>VNNC Item 1. Roll Call</b>		
<b>Present – 5</b>	<b>Absent – 0</b>	<b>Excused – 0</b>
Febre, Schreiner, Wayne, Azatyan and Vaughan		

2. General Public Comment on Non-Agenda Items (2 min per stakeholder).
  - a. Public comment made by Call-in User 1.
3. Review of Minutes from 08/01/2022.  
<https://vnnc.org/wp-content/uploads/2022/08/Budget-and-Finance-Committee-Minutes-08.01.22.pdf>
  - a. Ms. Vaughan suggested revisions on item number and last name correction.
  - b. Vice President Schreiner made a motion to approve amended minutes and Mr. Wayne seconded
  - c. No public comment.

- d. Motion to approve August 2022 Minutes.

<b>VNNC Item 3. Motion to approve August 2022 Minutes. Moved: Schreiner Seconded: Wayne</b>			
<b>Yes – 4</b>	<b>Abstain – 1</b>	<b>Ineligible – 0</b>	<b>Absent - 0</b>
Febre, Schreiner, Wayne and Azatyan	Vaughan	None	None

4. Discussion and possible action to approve July 2022 MER  
<https://vnncc.org/wp-content/uploads/2022/08/VNNC-July-2022-MER.pdf>
- a. Treasurer Febre reviewed the first MER in the new fiscal year.
  - b. There was a hold on a purchase from Smart and Final by the City Clerk’s office. Once it was clear that an event was not being hosted, they approved the purchase. Providing refreshments and snacks when tabling events is permitted when the event is hosted by others and if VNNC has a table at the event.
  - c. If something is used for outreach with a lower cost and with our logo, then it is not considered a gift. However, if it is a higher cost item without a logo, it is considered a gift. These types of differences need to be noted and our purchases need to be purposeful.
  - d. Wendy Moore’s invoice was higher than previous months
  - e. Board discussion on July 2022 MER.
  - f. No public comment.
  - g. Vice President Schreiner made motion to recommend July 2022 MER to VNNC General Board and Mr. Azatyan seconded.
  - h. Unanimous vote for approval.

<b>VNNC Item 4. Motion to approve July 2022 MER. Moved: Schreiner Seconded: Azatyan</b>			
<b>Yes – 5</b>	<b>No – 0</b>	<b>Ineligible – 0</b>	<b>Absent - 0</b>
Febre, Schreiner, Wayne, Vaughn and Azatyan	None	None	None

5. Discussion of current budget, rollover funds and possible future revision  
[https://vnncc.org/wp-content/uploads/2022/08/VNNC-Budget-FY-2022\\_2023-AUG-DISCUSSION.pdf](https://vnncc.org/wp-content/uploads/2022/08/VNNC-Budget-FY-2022_2023-AUG-DISCUSSION.pdf)
- a. Treasurer Febre reviewed the current budget with the committee
  - b. Rollover funds have not been received yet, but will be included once it comes in.
  - c. The storage and mailbox fees will also rise which will be adjusted in the budget
  - d. Treasurer Febre reviewed proposed revisions

- e. Board discussion on current budget, rollover funds and possible future revisions.
  - f. No public comment.
- 6. New Business
  - a. None.
- 7. Adjournment.
  - a. Wayne moved to adjourn meeting and Treasurer Febre seconded meeting at 8:03pm.

Chair of Budget and Finance Committee: **Jennifer Febre**

Members of Budget and Finance Committee: **Kathy Schreiner, VP; Hakop Azatyan, Matt Wayne, Britt Vaughan**

1. Welcome, Pledge of Allegiance, and Roll Call.
  - a. Meeting called to order by Treasurer Febre at 6:03pm
  - b. Treasurer Febre reviewed the governor's executive order
  - c. Pledge of Allegiance
  - d. Roll Call

<b>VNNC Item 1. Roll Call</b>		
<b>Present – 4</b>	<b>Absent – 1</b>	<b>Excused – 0</b>
Febre, Schreiner, Wayne and Azatyan	Vaughan	None

2. General Public Comment on Non-Agenda Items (2 min per stakeholder).
  - a. No public comments.
3. Review of Minutes from 05/31/2022.  
<https://vnn.org/wp-content/uploads/2022/07/Budget-and-Finance-Committee-Minutes-05.31.22-Final.pdf>
  - a. Vice President Schreiner moved to approve minutes and Mr. Wayne seconded
  - b. 3 yes, 1 abstain and 1 absent

<b>VNNC Item 3. Motion to approve May 2022 Minutes. Moved: Schreiner Seconded: Wayne</b>			
<b>Yes – 3</b>	<b>Abstain – 1</b>	<b>Ineligible – 0</b>	<b>Absent - 1</b>
Febre, Schreiner, and Azatyan	Wayne	None	Vaughan

4. Discussion and possible action regarding NPG Application: **Friends of West Los Angeles**. They are requesting a grant for \$4,000 to be used for costs associated with the city-wide 4th Annual Greater Los Angeles Safety and Preparedness Fair which will take place on November 13, 2022 at The Green Lot in Exposition Park. <https://vnn.org/wp-content/uploads/2022/07/FOWLA-NPG-Application-combined.pdf>
  - a. Paul Sarudi spoke to the council about an event on behalf of Friends of West Los Angeles
  - b. Febre asked about the emergency preparedness, what does it entail? Paul said it includes earthquake preparedness, fire safety, CPR, and other natural disaster preparedness programs.
  - c. Board discussion on the event's location, outreach, recognition, and possible funds.

- d. Vice President Schreiner made recommendation to allocate \$2000 to the board and Mr. Azatyan seconded motion.
- e. Public comment by Sharon Brewer.
- f. Treasurer Febre made an amendment to decrease amount to \$1000 and Mr. Wayne seconded motion.
- g. No public comment on amendment.
- h. 4 yes and 1 absent

<b>VNNC Item 4. Motion to approve NPG Application for Friends of West Los Angeles for \$1000. Moved: Febre Seconded: Wayne</b>			
<b>Yes – 4</b>	<b>No – 0</b>	<b>Ineligible – 0</b>	<b>Absent - 1</b>
Febre, Schreiner, Vaughn and Azatyan	None	None	Wayne

- 5. Discussion and possible action regarding NPG Application: **Southern California Preparedness Foundation**. They are requesting a grant for \$3,000 to be used for costs associated with providing backpacks filled with safety equipment for those who complete CERT training. <https://vnnc.org/wp-content/uploads/2022/07/SCPF-CERT-NPG-VNNV-2022-Final.pdf>
  - a. Treasurer Febre introduced the NPG and the speaker on behalf of Southern California Preparedness Foundation
  - b. Dave Brown spoke about their organization and the purpose of the NPG.
  - c. Board discussion on the logistics of the CERT training class.
  - d. Dave Brown requested for the abundance of caution to postpone consideration of this NPG until the fire department gets back to them regarding funding.
  - e. Public comment from Sharon Brewer.
  - f. Application has been withdrawn until further notice.
- 6. New Business
  - a. None.
- 7. Adjournment at 6:59pm.
  - a. Kathy made motion to adjourn and Azatyan seconded.
- 8. Welcome, Pledge of Allegiance, and Roll Call.
  - a. Meeting called to order by Treasurer Febre at 5:22pm
  - b. Treasurer Febre reviewed the governor’s executive order
  - c. Pledge of Allegiance
  - d. Roll Call

<b>VNNC Item 1. Roll Call</b>		
<b>Present – 4</b>	<b>Absent – 1</b>	<b>Excused – 0</b>

Febre, Schreiner, Vaughan and Azatyan	Wayne	None
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9. General Public Comment on Non-Agenda Items (2 min per stakeholder).
  - a. No public comments.

10. Review of Minutes from 03/28/2022 and 4/25/2022.

<https://vnnc.org/wp-content/uploads/2022/05/Budget-and-Finance-Committee-Minutes-03.28.22.pdf>

<https://vnnc.org/wp-content/uploads/2022/05/Budget-and-Finance-Committee-Minutes-04.25.22.pdf>

- a. Committee reviewed minutes from March 28, 2022 meeting and no changes were not made or suggested.
- b. Treasurer Febre made motion to approve minutes and Vice President Schreiner seconded motion.
- c. No public comment
- d. 3 yes and 1 abstain

<b>VNNC Item 3. Motion to approve March 2022 Minutes. Moved: Febre Seconded: Schreiner</b>			
<b>Yes – 3</b>	<b>Abstain – 1</b>	<b>Ineligible – 0</b>	<b>Absent - 1</b>
Febre, Schreiner, and Azatyan	Vaughn	None	Wayne

- e. Treasurer Febre made motion to approve minutes and Vice President Schreiner seconded
- f. No public comments
- g. Unanimous vote for approval

<b>VNNC Item 3. Motion to approve April 2022 Minutes. Moved: Febre Seconded: Schreiner</b>			
<b>Yes – 4</b>	<b>No – 0</b>	<b>Ineligible – 0</b>	<b>Absent - 1</b>
Febre, Schreiner, Vaughn and Azatyan	None	None	Wayne

11. Discussion and possible action regarding review and approval of April 2022 MER.

<https://vnnc.org/wp-content/uploads/2022/05/VNNC-April-2022-MER.pdf>

- a. Purchased graphic design tools to create outreach for website, and purchased nametags for council members
- b. Treasurer Febre reviewed expenditures from April and reviewed spending for each category
- c. Vice President Schreiner recommended approval of April MER to the board and Ms. Vaughn seconded
- d. No public comments
- e. No board discussion

- f. Unanimous vote for approval

<b>VNNC Item 4. Motion to approve April 2022 MER. Moved: Schreiner Seconded: Vaughn</b>			
<b>Yes – 4</b>	<b>No – 0</b>	<b>Ineligible – 0</b>	<b>Absent - 1</b>
Febre, Schreiner, Vaughn and Azatyan	None	None	Wayne

12. Discussion and possible action to recommend FY 2022/2023 budget. [https://vnnc.org/wp-content/uploads/2022/05/VNNC-Budget-FY-2022\\_2023-Proposed.pdf](https://vnnc.org/wp-content/uploads/2022/05/VNNC-Budget-FY-2022_2023-Proposed.pdf)

- a. Treasurer Febre explained that we are coming up at the end of our fiscal year and therefore need to approve our budget for the upcoming fiscal year
- b. Once the general board approves the budget, Treasurer Febre will put it on a format provided by the city called the Administrative Packet with information such as who is going to be the signers on the cards, etc
- c. Treasurer Febre reviewed proposed 2022-2023 FY budget and expenditures
- d. Vice President Schreiner suggested to pay for a notetaker for the general board meetings. This will also reduce the workload for Terrence Gones
- e. Our budget for the current FY was revised twice
- f. Mr. Azatyan made motion to approve the proposed budget for the 2022/2023 FY to the executive committee and Vice President Schreiner seconded
- g. No public comment
- h. Board discussion about the proposed budget
- i. Unanimous vote for approval

<b>VNNC Item 4. Motion to approve the proposed budget for the 2022/2023 FY. Moved: Azatyan Seconded: Schreiner</b>			
<b>Yes – 4</b>	<b>No – 0</b>	<b>Ineligible – 0</b>	<b>Absent - 1</b>
Febre, Schreiner, Vaughn and Azatyan	None	None	Wayne

13. New Business

- a. Treasurer Febre asked board if anyone has new items to bring up
- b. Vice President Schreiner suggested to bring updated completion report follow ups with 2021-2022 NPGs

14. Adjournment.

- a. Treasurer Febre made motion to adjourn, and Ms. Vaughn seconded
- b. Meeting adjourned at 5:56pm





