Van Nuys Neighborhood Council

Kathy Schreiner
kathy.schreiner@vnnc.org
President

Pam Bingham
pam.bingham@vnnc.org
Vice President

Brian Edelman
brian.edelman@vnnc.org
Secretary

David Harari
david.harari@vnnc.org
Treasurer & Budget & Finance Chair

N/A
Parliamentarian

Members
John Camera
Quirino de la Cuesta
Mindi Gonzalez
Ann Kalb
Ray Mandarino
Dalilah Perez-Vigo
Carrie Prince
Priscilla Ramos
Derrick Spears
Francois Verin

Van Nuys Neighborhood Council Budget and Finance Committee AGENDA

Tuesday, December 1st, 2026

5:30 PM

Van Nuys Branch Library

6250 Sylmar Ave.

Van Nuys, CA 91401

Community Room

Van Nuys Neighborhood Council
P.O. Box 3118
Van Nuys, CA 91407-3118

Email: info@vnnc.org
www.vnnc.org

Phone: 818-357-2446

Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board/Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board or Committee meeting.

Public comment is limited to a maximum of 2 minutes per speaker per item with a maximum of 10 minutes total per meeting, unless adjusted by the presiding officer of the Board.
Actual time for each comment will be recorded in 30 second increments (i.e., 30 sec., 1 min., 90 sec., 2 min.).

Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration.

Speakers shall direct their comments to the Committee (not to an individual).

Chair of Budget & Finance Committee: David Harari
Members: Pam Bingham, Kathy Schreiner, Derrick Spears

1. **Roll Call and Pledge of Allegiance**
2. **Discussion and possible action to recommend that the VNNC Board approve the October 2026 MER (Monthly Expenditure Report). See attached pages 4 - 5 and link below:**

   https://vnnc.org/wp-content/uploads/2026/11/VNNC_MER_October2026.pdf

3. **Discussion and possible action to recommend that the VNNC Board approve an NPG application from the Boys & Girls Club of San Fernando Valley for up to $5,000 to support the Martin Luther King Jr. Community Breakfast. See attached pages 6 - 10 and link below:**

   https://vnnc.org/wp-content/uploads/2026/11/BGCSV_Van-Nuys-NC-Grant-application-MLK-Brkfst-2027-1.pdf

4. **Discussion and possible action to recommend that the VNNC Board approve an NPG application from Hands4Hope LA for up to $5,000 to support outreach efforts and program supplies for their Teen Program. See attached pages 11 – 14:**

   https://vnnc.org/wp-content/uploads/2026/11/NPG-app-from-Hand4Hope-Van-Nuys-Neighboor-Council-Grant.pdf

5. **General Public Comment on Non-Agenda Items (2 min per stakeholder). Note that topics discussed must be within the jurisdiction of the VNNC.**
6. Identification of topics Committee members would like to discuss at a future meeting.
7. Adjournment

THE AMERICANS WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 72 hours prior to the meeting you wish to attend by contacting VNNC by via email at: info@vnnc.org

SERVICIOS DE TRADUCCION - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 72 horas antes del evento. Por favor contacte a info@vnnc.org por correo electrónico para avisar al Concejo Vecinal.

PUBLIC POSTING OF AGENDAS – VNNC agendas are posted publicly near the front door to the conference room of the Marvin Braude Constituents Building, 6262 Van Nuys Blvd., Van Nuys, CA 91401 and also online at www.vnnc.org. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at https://lacity.gov/government/subscribe-agendas

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed, 6262 Van Nuys Blvd, Van Nuys, CA 91401, at our website: http://www.vnnc.org/ or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact via email: info@vnnc.org

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the VNNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the VNNC By-laws. The By-laws are available at our Board meetings and our website http://www.vnnc.org

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at: https://ethics.lacity.gov/lobbying/

For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Monthly Expenditure Report

Reporting Month: October 2026 **Budget Fiscal Year: 2026-2027**

NC Name: Van Nuys Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$30416.43	$1425.99	$28990.44	$1406.71	$0.00	$27583.73

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$23415.00	$964.15	$18628.84	$1406.71	$17222.13
Outreach		$461.84		$0.00	
Elections		$0.00		$0.00	
Community Improvement Project	$0.00	$0.00	$0.00	$0.00	$0.00
Neighborhood Purpose Grants	$10361.60	$0.00	$10361.60	$0.00	$10361.60
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $3360.17	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	VBS VONAGE BUSINESS	10/05/2026	Monthly Vonnage phone bill. Budgeted line item.	General Operations Expenditure	Office	$47.85
2	PY ALL RIGHT STORAGE	10/10/2026	Monthly fee for VNNC storage units. Budgeted line item.	General Operations Expenditure	Office	$195.00
3	FEDEX OFFICE 1902 VNYK	10/14/2026	Printed materials for 10/14 VNNC General Board Meeting. Budgeted line item.	General Operations Expenditure	Office	$65.13
4	NAPOLIS PIZZA KITCHEN	10/14/2026	Food for 10/14 VNNC General Board Meeting. Budgeted line item.	General Operations Expenditure	Office	$138.19
5	RALPHS #0047	10/24/2026	Orange juice and snacks for volunteers at 10/24 Shine LA event at East Valley Animal Shelter.	General Operations Expenditure	Outreach	$43.98
6	STARBUCKS STORE 51180	10/24/2026	Coffee for volunteers at 10/24 Shine LA event at East Valley Animal Shelter.	General Operations Expenditure	Outreach	$66.00
7	SMART AND FINAL 374	10/27/2026	Candy, snacks, and water for CD 6 Dia de los Muertos event on 10/30 and Van Nuys Rec Center Halloween event on 10/31.	General Operations Expenditure	Outreach	$351.86
8	ANDERSON TROPHY	10/28/2026	Hanging name badge for Carrie Prince (newest VNNC Board Member). Budgeted line item.	General Operations Expenditure	Office	$18.14

9	WENDY L. MOORE / MOORE BUSINESS RESULTS	10/01/2026	Agenda posting and web admin. support for September 2026	General Operations Expenditure	Office	$403.04
10	Kathy Schreiner	09/15/2026	Reimbursement for out-of-pocket charges relating to FedEx printing of Agenda Materials for the VNNC General Board Meeting on July 8th, 2026.	General Operations Expenditure	Office	$96.80
	Subtotal:					**$1425.99**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	City of Los Angeles - Department of Neighborhood Empowerment	10/14/2026	Canva license reimbursement for 2026-27	General Operations Expenditure	Office	$66.67
2	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	10/15/2026	Admin Support for September 2026	General Operations Expenditure	Office	$254.70
3	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	10/15/2026	Admin. Services for August 2026	General Operations Expenditure	Office	$254.70
4	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	10/15/2026	Admin. Services for July 2026	General Operations Expenditure	Office	$254.70
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	11/06/2026	Web posting and pdf link generation for October 2026	General Operations Expenditure	Office	$535.44
6	City of Los Angeles Publishing Services	11/18/2026	Business Card Printing 03/05/2020 (Overdue Invoice) Proxy payment to reissue check #202751 from FY2024-2025	General Operations Expenditure	Office	$40.50
	Subtotal: Outstanding					**$1406.71**

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)

Office of the City Clerk

This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. **Any potential conflicts of interest indicated in Section IV of this application must be addressed with the Office of the City Attorney, Neighborhood Council Advice Division prior to the Neighborhood Council board's vote and consideration of the grant.** Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Van Nuys Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a) Boys & Girls Club of San Fernando Valley | 95-2468448 | California | 1966
Organization Name | *Federal I.D. # (EIN)* | *State of Incorporation* | *Date of 501(c)(3) Status (if applicable)*

1b) 11251 Glenoaks Blv | Pacoima | California | 91331
Organization Mailing Address | *City* | *State* | *Zip Code*

1c) _____ | _____ | _____ | _____
Business Mailing Address (if different) | *City* | *State* | *Zip Code*

1d) ***APPLICANT POINT OF CONTACT:***
Michael Williams | 818 356 1558 | mwilliams@bgcsfv.org
Name | *Phone* | *Email*

2) Type of Organization- Please select one:

☐ Public School *(not to include private schools)* ***Attach Signed letter on School Letterhead*** or ☒ 501(c)(3) Non-Profit *(other than religious institutions)* **Attach the IRS Determination Letter and status verification from the State of California** (see "Application Process" under the Applicant Instructions.)

3) ***Are you applying as a fiscal sponsor for another organization?*** ☒ ***No*** ☐ ***Yes***

If yes, please provide:
N/A | _____ | _____ | _____
Name / Address of Affiliated Organization | *City* | *State* | *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

The Neighborhood Purpose Grant funds will support the Dr. Martin Luther King Jr. Community Breakfast which is designed to bring 400 community members, business owners, elected officials, philanthropist and youth together for a day of community building and youth enrichment. The Club's youth will be the heartbeat of the experience, connecting Dr. King's unfinished work to the choices and opportunities before today's generation.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

The grant will support MLK program expenses, marketing, community breakfast, planning and logistics. 400 Community members and youth will experience a unified narrative through personal testimony, historic voices, gospel music, youth performance, spoken word, a three person Freedom Fighters panel and a keynote speaker.

SECTION III - PROJECT BUDGET OUTLINE

Please provide a detailed Project Budget Outline below. You may also provide a Project Budget Outline on a separate sheet if necessary or requested. **(Note: Administrative costs of the organization or admission fees cannot be funded through a Neighborhood Purposes Grant.)**

6) Project Expenses	Requested of NC	Total Projected Cost
see attached	$5,000	$21,000
	$	$
	$	$
	$	$
	$	$
	$	$

7a) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project within the last 18 months?

☒ *No* ☐ *Yes*

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
		$	$
		$	$
		$	$

7b) Have you (applicant) applied to any other Neighborhood Councils requesting funds for **any** project within the last 18 months?

☒ *No* ☐ *Yes*

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
Pacoima	6/2026	$1,200	$1,200
		$	$
		$	$

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)

☒ *No* ☐ *Yes*

If Yes, please describe below:

Source of Funding	Amount	Total Projected Cost
BGCSFV Program Funding	$21,000	$21,000
	$	
	$	

9) What is the TOTAL amount of the grant funding requested with this application: $1,200

10a) Start date: 1/18/2027

10b) Date Funds Required: 12/31/2026

10c) Expected Completion Date*: 1/18/2027

After completion of the project, the applicant **must submit a Project Completion Report to the Neighborhood Council to update the Board of your project successes and challenges and for consideration of future grant requests.*

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☒ *No* ☐ *Yes*

If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

12) If Yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☐ *No* ☐ *Yes*

If Yes, provide the date you made the request to the board member. _____

***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, participates in the discussion and voting of this NPG, or signs the Board Action Certification Form (BAC), the NC Funding Program may deny the payment of this grant in its entirety.)**

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit?," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Nicole Chase	President/CEO		10/30/2026
PRINT Name	***Title***	***Signature***	***Date***

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Carolina Garcia-Melo	Director of Operations		10/30/2026
PRINT Name	***Title***	***Signature***	***Date***

*** If a current NC Board Member holds any board position or is employed in the organization, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form.**

Dr. Martin Luther King Jr. Community Breakfast
January 18, 2027

Venue: Boys & Girls Club of San Fernando Valley
Budget: $21,000

Category	Planning Allocation
Breakfast, service and supplies	$6,000
Music, keynote and panel logistics	$5,200
Production, AV, lighting, archival/media	$3,800
Décor, signage, keepsakes, youth materials	$2,300
Photography, safety and event operations	$1,700
Contingency	$2,000
TOTAL	$21,000

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APPLICATION for Neighborhood Purposes Grant (NPG)

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Name of NC from which you are seeking this grant: _____

SECTION I- APPLICANT INFORMATION

1a) _____ _____ _____ _____
Organization Name | *Federal I.D. # (EIN)* | *State of Incorporation* | *Date of 501(c)(3) Status (if applicable)*

1b) _____ _____ _____ _____
Organization Mailing Address | *City* | *State* | *Zip Code*

1c) _____ _____ _____ _____
Business Mailing Address (if different) | *City* | *State* | *Zip Code*

1d) ***APPLICANT POINT OF CONTACT:***

_____ _____ _____
Name | *Phone* | *Email*

2) Type of Organization- Please select one:

☐ Public School *(not to include private schools)* ***Attach Signed letter on School Letterhead*** or ☐ 501(c)(3) Non-Profit *(other than religious institutions)* **Attach the IRS Determination Letter and status verification from the State of California** (see "Application Process" under the Applicant Instructions.)

3) ***Are you applying as a fiscal sponsor for another organization?*** ☐ ***No*** ☐ ***Yes***

If yes, please provide:

_____ _____ _____ _____
Name / Address of Affiliated Organization | *City* | *State* | *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

SECTION III - PROJECT BUDGET OUTLINE

Please provide a detailed Project Budget Outline below. You may also provide a Project Budget Outline on a separate sheet if necessary or requested. **(Note: Administrative costs of the organization or admission fees cannot be funded through a Neighborhood Purposes Grant.)**

6) Project Expenses	Requested of NC	Total Projected Cost
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$

7a) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project within the last 18 months?

☐ *No* ☐ *Yes*

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
		$	$
		$	$
		$	$

7b) Have you (applicant) applied to any other Neighborhood Councils requesting funds for **any** project within the last 18 months?

☐ *No* ☐ *Yes*

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
		$	$
		$	$
		$	$

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)

☐ *No* ☐ *Yes*

If Yes, please describe below:

Source of Funding	Amount	Total Projected Cost
	$	
	$	
	$	

9) What is the TOTAL amount of the grant funding requested with this application: $_____

10a) Start date: ____/____/____

10b) Date Funds Required: ____/____/____

10c) Expected Completion Date*: ____/____/____

After completion of the project, the applicant **must submit a Project Completion Report to the Neighborhood Council to update the Board of your project successes and challenges and for consideration of future grant requests.*

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☐ *No* ☐ *Yes*

If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

Docusign Envelope ID: 13CDDB57-03BE-83FB-81E3-3DB2BC30A94A

12) If Yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☒ *No* ☐ *Yes*

If Yes, provide the date you made the request to the board member. _____

***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, participates in the discussion and voting of this NPG, or signs the Board Action Certification Form (BAC), the NC Funding Program may deny the payment of this grant in its entirety.)**

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit?," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Francisco Arechiga	Executive Director	[signature]	11-17-26
PRINT Name	*Title*	*Signature*	*Date*

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Karissa Shadoan	Board Secretary	Signed by: Karissa Shadoan 8368E85053304FB	11/16/2026
PRINT Name	*Title*	*Signature*	*Date*

***If a current NC Board Member holds any board position or is employed in the organization, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form.**