

Notice of Historic Highland Park Special Board Meeting Minutes
Thursday, 3rd December 2020@ 6:30pm-7pm
Zoom Meeting Online or By Telephone
Dial (669)900-6833 to Join the Meeting
Then Enter This Webinar ID: 92516137833 and Press #

DRAFT

AGENDA

(Abstentions are neither in favor nor in opposition)

- I. Welcoming Remarks:
 - A. Call to Order
 - B. Roll Call.

Time: 6:36pm

Present: Mary A., Brendon, Robert, Theresa, Renee, Duncan, John, Jeannie, Mary P., MaryLeigh, Estrella, Mirtala, Emily S.

Not present: Emily A. Christina, Elizabeth,

- II. **Board Training: Finance and Budget**

John Darnell from DONE will give a barebones rundown of the finances for HHPNC. DONE was at one time the funding source. In 2016 we voted to send responsibility to the City Clerk. DONE turned to focus on NC's, meetings, and other admin type responsibilities. All members of the Board are responsible for the finances not just the Treasurer. 3 training need to take place before board members can vote on financial matters. When the board member's training has expired, they cannot vote. There are 5 officer positions that require the extended 3-hour financial training provided by City Clerk. 1. 2ndSigner, 2. alternative signer, 3. Bank card holder, 4. 2nd bank holder and 5. Treasurer. The Treasurer position is the most important. MERS, City Clerks accounting of the NC's monthly transactions and they are shown to the public. The budget is used on Neighborhood Improvement, NPG's, and Operational issues like rent, phone, expenses. The yearly Budget is 32,000 and expenses are only for the public. The budget ends on July 1st and the NC is allowed to rollover 10,000 to the next year budgets. In addition, there does need to be an over inventory of items, especially anything 1,000 and up. Events need to be approved from the Event approved form. It is best that a non-profit

(501-3c) or school provide event to the public. A Grant does take it off the city. Mary P. 1st question What is the maximum on card to be spent on CC. 5,000, 1,000 per transaction. 2nd questions clarity in conflict of interest. Let's be clear. Follow the Brown Act and listen to the City Attorney's office, they will tell you. The President can make a decision to spend 1,000 and up in a case of an emergency. The Prior President did use this privilege and spent actually 5,000 for the Community. Teresa asked about recusing self-regarding agenda item. Do I call the City Attorney's office now? John stated that a recuse needs to happen form the genius of the situation. When you call the attorney's office there is client privilege, no one has to know. Teresa described the UGLA situation, it was encouraged to discuss offline do to time restraints.

Jeannie asked ab out the 1,000 voted on for holiday spending, 500 for showers for the homeless and 500 for kids. Also, Elections outreach funding what will satisfy the city clerk? Who do we ask? Ruth Kwon, ruthkwon@lacity.com. The NC's legal liaison is the President chair. NPGS were easier to manage before the pandemic. Example National night out hosting event NC puts a table in the event and people can take from the table. Flyer distribution is considered outreach. Election usually take the non-profit route. Emily stated that CC users can both use the limit of 5,000 as to access more money if needed.

III. Adjournment

Teresa motions to adjourn the meeting at 7:00 pm Mary P. seconds the motion

Member	For	Against	Abstain	Recused	Ineligible	Absent
Emily A						X
Mary A.	X					
Brendan	X					
Robert	X					
Theresa	X					
Christina						X
Renee						X
Duncan	X					
Elizabeth						X

John	x					
Jeannie	x					
Mary P.	x					
MaryLeigh	x					
Estrella	x					
Mirtala	x					
Matt						x
Emily S.	x					
total	12	0	0	0	0	5

Motion carries.