

Historic Highland Park Neighborhood Council
 Budget & Finance Committee Meeting Minutes
 December 1st, 2020 07:30pm
 Virtual Meeting via Zoom
 Los Angeles, CA 90042

DRAFT Minutes

1. Call to Order

Time: 7:32pm

2. Roll Call

Committee Member	Present	Not Present
Emily Aldrich	X	
Robert Diaz	X	
Theresa M. Elorriaga	X	

3. General Public Comments on Non-Agenda Items—Comments from the public on non-agenda items within the Board’s jurisdiction (Limited to 5 min, max 1 min per speaker)

Public Comment: N/A

4. Motion to approve agenda.

Public Comment: None

Robert moves to approve the agenda. Theresa seconds.

	For	Against	Abstain	Recused	Ineligible	Absent
Emily	X					
Robert	X					
Theresa	X					
Total:	3					

Motion carries.

5. [A.] i. Overall financial outlook for the second half of the fiscal year.

Public Comment: N/A

Net Available \$41,725 available as of now. Emily feels like we should try to allocate as possible in advance up to April due to slow process of funding approval.

[A.] ii. Incoming invoices need to have an invoice number.

Public Comment: None

incoming invoices have been lacking in completion leading to slow down in funding approval by City Clerk's Office.

[A] iii. invoice needs to look professional

Public Comment: None

Vendors must submit invoices that reflect accuracy and detailed transparency. Lack of clerically accurate invoices lead to blockage of funding and communication to vendors must emphasize the need for professionalism moving forwards.

[A] iv. Recommendation to subscribe to DocuSign

Public Comment: None

Discussion regarding how DocuSign is a needed solution for expedient workflow especially during digital/virtual governance. Robert asked if we need to run this through board? To go to general board.

[B.] i Discussion/motion: to submit UGLA NPG for \$4500 to the board from Uptown Gay Lesbian Alliance

Public Comment: N/A

Theresa recused and logged out of zoom mtng for duration of discussion. Emily discussed that the funding was too broad/description was too vague. HHPNC is in need of a more specific program to tie the funds to in order for the funding to move forward.

[B.] ii. Discussion/motion: to submit Hunger LA NPG to \$3000 to the board

Public Comment: N/A

NPG was previously submitted but got denied due to incorrect dating. Again this emphasizes the need for accuracy in all invoices submitted. Emily asked for input from Robert and Theresa. Emily feels that when this goes before the board that it should be emphasized that this item has already been approved by the board in the past and only needs reapproval due to inaccuracy of dating.

[B.] iii. Discussion/motion: to submit Luther Burbank Middle School NPG for \$4500

Public Comment: N/A

Discussion regarding logistics of providing a greater amount ensued. Robert clarified that while the aboard can approve less than the requested amount, we cannot provide more. Theresa felt this was a good solution to provide transparency for the community while also targeting families most at need. Emily suggested that on Thursday the reason for why funding through the school/principle is best should be discussed at the General Board Meeting

6. [Discussion/motion: motion to approve standing date and time

Public Comment: N/A

Monthly meetings a few days before the regular board meeting so we can be fresh with perspectives going into explanation. January 5th 7:30pm next meeting

7. Adjournment

Public Comment: None

Emily moves to adjourn the meeting 8:01pm. Theresa seconds.

	For	Against	Abstain	Recused	Ineligible	Absent
Emily	X					
Robert	X					
Theresa	X					
Total:	3					

Motion carries.