

Meeting Minutes 5.18.20

Call meeting to order at 5:05p. Zahra Hajee

Zahra Hajee
Noreen Ahmed
Joseph Russel
Ernesto Arciniega

Announcements

Joey - Council members should work to find 1-2 nonprofits to reach out to about NPGs.

No public comment.

1. Overview and discussion of previously approved but not yet confirmed COVID-19 Emergency Expenditures, and discussion of how emergency expenditures will work moving forward.

\$1000 allocated to DPR and to WVIA. Other ones approved by Michael are CPO Food Closet and \$1000 for WVIA. Potentially look into Meals on Wheels (connected to another group Joey reached out to) or the 580 Cafe.

2. Discussion on the status of Far-Out Fest, West-Cal Academy, and Kaleidoscope NPG grants and/or refunds, as well as possible recommendations for how to proceed in verifying these events or obtaining a refund.

FarOut Fest got refunded. Need paperwork to go through by June 8th. Kaleidoscope never funded. West-Cal Academy assumes they will do a virtual version. However, the event is substantially different therefore they need to refund the money. Joey has emailed and noted that the event cannot happen in person. If they do not respond, Joey will direct claim to city clerk office.

It is possible to hold funds (encumber funds using a specific form) for these organizations who will then be able to access it next year.

3. Overview of recently passed council motion 20-0416 and discussion of this motion's effect on budget rollover.

There was a possibility of rolling funds over. Council voted only to encumber funds for certain events. The rest will roll back to general funds.

4. Discussion and possible recommendation to full board on encumbrances and/or the encumbrance approval process/documentation.

Joey suggests to encumber that we could take to the full board.

- Meeting location expenses - \$1800 (12 mths for \$150)
- \$480 for Westwood copies (\$30 per meeting)
- \$300 for outreach committee for website maintenance
- \$1000 for Facebook and Instagram outreach advertising

- \$5000 for Far Out Presents (approved as NPG)
- \$5000 potentially with West-Cal Academy (approved as NPG)
- \$5000 for Friends of Westwood Library *if they need to encumber* (approved as NPG)
- **Total of \$18580 for encumber next year for specific purposes.**

Could potentially encumber outreach (social media ads), flyering. If all of these encumbrances happen, only need to spend \$11000 before end of the fiscal year.

Joey moves that the NWWNC Budget and Finance Committee recommend that the full council board pass a full encumbrance request form for:

- Meeting location expenses - \$1800 (12 mths for \$150)
- \$480 for Westwood copies (\$30 per meeting)
- \$300 for outreach committee for website maintenance
- \$1000 for Facebook and Instagram outreach advertising
- \$5000 for Far Out Presents (approved as NPG)
- \$5000 potentially with West-Cal Academy (approved as NPG)
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- **Total of \$18580 for encumber next year for specific purposes.**

Zahra left meeting.

Noreen seconds. Motion passes 3-0.

5. Review updated NPG flyer and outreach strategies for nonprofits.

Could consider funding more for places already supported (WVIA and Dept. Parks and Rec). Previously paid to do ads, but no emails actually came back to Joey.

One NPG had been sent from a community-based org. Parents, Educators, Students, Assn (PESA) - topics on social justice and racism in post-COVID19 world. Requested \$5,000.

Noreen will email Grayson about posting on outreach.

Six organizations

- Meals on Wheels - Joey messaged
- LA Parks Foundation - Joey will message for earmarking funds
- 580 Cafe - Joey will send email to Ernesto to contact
- WVIA - Noreen will contact
- *Will leave off GSA. Joey could contact if we need to reach out to them.*
- Ground Game - Joey will email Zahra will contact.

6. Discussion of strategies for reaching out for NPG applications to present to the full board before the end of the fiscal year.

7. Discussion and possible recommendation to the full board on establishing objective criteria and/or post-expenditure reporting requirements which all NPG applicants must agree to be bound by when receiving NPG funds.

Joey moves that the NWWNC require that people applying NPGs council agree to completing the Project Completion Form within a month of their event and inform the NWWNC within one week of any changes to the budget or planned details to what is approved by the council.

Ernesto seconds.

Joey moves to amend the motion: "If organizations do not comply then future NPG applications from the organization will be automatically rejected from consideration".

Ernesto seconds.

Motion passes 3-0.

8. Discussion and/or possible recommendation to the full NWWNC board of an amendment to the 2019-2020 Administrative Packet and Budget.

Joey moves to postpone it.

Ernesto seconds.

Motion passes 3-0.

9. Discussion and/or possible recommendation to the board on COVID-19 Outreach expenditures to local non-profits.

Joey moves to do not consider outreach expenditures because we have already exhausted funds.

Ernesto seconds.

Motion passes 3-0.

Meeting adjourned 6:30p.