

North Westwood Neighborhood Council Budget Committee Meeting Minutes 5.23.20

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

Zahra Hajee
Noreen Ahmed
Joseph Russel
Ernesto Arciniega

Announcements

-Joey apologized for challenges with dial-in that kept participants from accessing the Zoom call for the previous meeting on 5/18 now being reheld with this one.

Public Comment

General 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.

Spent ~\$638 that were distributed to the homeless population in Westwood Park. \$1000 each for Department of Parks and Rec (for Westwood Rec Center) and WVIA front line worker meals. Michael approved \$1000 to CPO Food Closet and \$1000 for WVIA for hygiene kits as well, but they were not approved by the city in time. Now that the council is meeting again, Michael cannot pre-approve the funds. They need to be voted on in the council as a whole.

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 realized they need to refund amounts. Joseph from West-Cal called to confirm this was a mishap. 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 was given a form from the City Clerks Office for what to encumber funds for.

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

- Meeting location expenses - \$1800 (12 mths for \$150) UCLA conferences and catering
- \$300 for Westwood copies for agenda printing (\$30 per meeting)
- \$360 for Westwood advertising media advertising
- \$300 for outreach committee for website maintenance
- \$1000 for Facebook and Instagram outreach advertising
- \$5000 potentially for Far Out Presents (approved as NPG)
- \$5000 potentially with West-Cal Academy (approved as NPG)
- **Total of \$13460 for encumber next year for specific purposes.**

Zahra seconds. 4-0-0 motion passes.

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

Flyer was already posted on social media.

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.

Six organizations

- Meals on Wheels - Joey messaged, Zahra messaged
- 580 Cafe - Joey will send email to Ernesto to contact
- WVIA - Noreen will contact
- Ground Game - Noreen 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 Budget Committee recommend to the full board that organizations receiving NPGs agree to the following conditions: that if their event location or budget changes in any way, they will promptly inform the NWWNC to enable possible review, and that if they fail to update the NWWNC in such a way the NPG is considered forfeit and will be refunded to the NWWNC.

Zahra seconds. 4-0-0 motion carries.

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

Do not need to consider any longer due to updates with encumbered funds.

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

Mostly not needed because the City prefers NPG applications versus the emergency funds process.

Meeting adjourned 5:38p.