



**JOINT Outreach Committee & Budget & Finance Committee Meeting**

**DRAFT MINUTES v2**

**Monday June 18, 2018 12:00 Noon**

**Bel Air Ridge Clubhouse - 2760 Claray Los Angeles, CA 90077**

1. **Call to Order/Roll:** Robin called the meeting to order at 12:04 pm, and roll was called.

**Outreach Members:** Robin Greenberg, Chair; Nickie Miner, Tony Tucci, Maureen Smith, Irene Sandler, André Stojka, Matt Post & Ron Cornell.

**6 Present:** Robin, Maureen, André, Matt & Ron; Nickie arrived at 12:09 for a total of 6; quorum met.

**2 Absent:** Tony, Irene

**Budget & Finance Members:** Jacqueline Le Kennedy, Robin Greenberg, Jamie Hall, Rob Farber, Cathy Wayne

**4 Present:** Robin, Cathy Wayne; Rob arrived at 12:06, Jacqueline at 12:17pm, for a total of 4; quorum met.

**1 Absent:** Jamie

2. **Motion:** Approval of June 18, 2018 Joint Outreach & B&F Agenda (per Bylaws, Article VIII, Section 2) **Moved** by André; **seconded** by Cathy; **approved** by 5 members of Outreach & 3 members of B&F; approved.

3. **Motion:** Approval of May 10, 2018 Joint Outreach & B&F Committee Meeting Minutes (Attachment A) **Moved** by Cathy; **seconded** by Maureen; **approved** by 5 members of Outreach & 3 members of B&F; approved.

4. **Public Comments**

- Ron related that he didn't get an alert from Michael's notification system during the Portola fire. Matt & Cathy didn't get it either. Ron noted that Michael asked if the BABCNC could set up the Alert system to our website.

**Motion:** That the BABCNC Outreach Committee appoint or direct EP Committee to create and manage the alert system set up by Michael Schlenker. **Moved** by Ron; **seconded** by Andre; **passed**. Ron & Andre will work on it.

- Cathy Wayne would like to agendize discussion why some people are not getting notification from NotifyLA.

5. **Budget & Finance Committee** – Jacqueline Le Kennedy (**Proposed Budget: Attachment B**)

- a) **Treasurer's Update on Current Budget**

- b) **Treasurer's Review/Discussion of line-item amounts for 2018-2019 FY Budget, based on usage**

- Jacqueline related that she has been temporarily out of the funding portal and does not have the information for actual for this fiscal year. She will provide that by the time of the board meeting.

- c) **Discussion & Motion to recommend Board approval of 2018-2019 FY Budget – J. Le Kennedy**

**Motion:** To amend this proposed budget to allocate \$250.00 for training and board retreat for upcoming **Moved** by Jacqueline; **seconded** by Cathy; **4 yes:** Jacqueline, Robin, Rob, Cathy; **0 no; 0 abstentions**

**Passed. Motion:** To approve the budget as amended. **Moved** by Cathy; **seconded** by Rob; **4 yes:** Jacqueline, Robin, Rob, Cathy; **0 no; 0 abstentions; Passed.**

d) **Motion:** To recommend to the BABCNC Board to approve retroactively the following Amazon purchases ordered on June 13 & 14, 2018 in the total amount of **\$1,257.48** to furnish the newly painted and carpeted BABCNC office with updated equipment as mandated by the board, to spend down our unused funds towards operations including: a desktop computer with 4-year protection plan, a router with 4-year protection plan, and Ethernet cable. **Amazon Purchases include:**

1 Dell Inspiron Flagship 23.8" All-in-One Full HD Touchscreen **Desktop** (see attachment for further details) ordered on June 13, 2018, @ a total of **\$929.00**

1 ASUS AC2900 WiFi Dual-Band Gigabit wireless **Router** (see printout for details) ordered on June 13, 2018 @ a total of **\$241.78**

1 SquareTrade **4-year PC Desktop Protection Plan** (\$900.-999.99) ordered on June 14, 2018 @ **\$76.20**.

1 SquareTrade **4-year PC Peripheral Protection Plan** (\$200-249.99) ordered on June 14, 2018 @ **\$5.38**.

1 AmazonBasics RJ45 Cat-6 **Ethernet Patch Cable** – 5' ordered on June 14, 2018 @ **\$5.12**.

**Total Purchase of \$1,257.48 (See Attachment C)**

- Discussed backups including Carbonite and Dropbox. Ron thinks we should have Carbonite. Cathy asked why we need this computer. Robin explained the new office being set up for use.

**Motion:** To approve the above purchases **Moved** by Robin; **seconded** by Cathy; **4 yes:** Jacqueline; Robin; Rob; Cathy; **0 no; 0 abstentions; Passed.**

e) **Motion:** To recommend to the BABCNC Board to approve retroactively the following purchases made on June 11, 2018 to furnish the office with updated printer with wide-capacity and adjustable paper size printing, as requested by the Planning & Land Use Committee. **Office Depot Purchase includes an HP Model 7740 Printer (11x17), a 2-year Protection Plan, a USB cable, a ream of 11x17" paper and one HP of ink cartridge XL** including black and color ink. **Total purchase of \$423.02 (See Attachment D)**

- Matt asked about Eco-tank for legal size and looked online to see if he could find another for cheaper ink. **Moved** by Cathy; **seconded;** **4 Yes:** Jacqueline, Robin, Rob, Cathy; **0 no; 0 abstentions; Passed.**

f) **Motion:** To recommend to the BABCNC Board to approve a monthly expenditure of \$85.00 not to exceed \$100.00 for Spectrum internet service at office, for the 2017-2018 budget. **Amendment** additional \$99.99 installation fee.

**Moved** by Cathy; **seconded** by André; **4 Yes:** Jacqueline; Robin; Rob; Cathy; **Passed.**

## 6. **Outreach Committee: (Discussion & Possible Motion)**

a) **Review updated Pole Banner layout** and list from prior meeting (See Attachment E) for additional changes, per suggestions at prior meeting as well as any new recommendations.

- Discussed logo which is still too light. Matt will look for a bolder version of the font.

## 7. **Adjournment** moved; seconded and adjourned at 1:13pm

**Next Committee Meeting Date TBD**