



WINNETKA NEIGHBORHOOD COUNCIL
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www.winnetkanc.com



Committee Chair/Asst. Treasurer	Vice – Chair	Secretary	Treasurer	Assistant Treasurer
Greg Sullivan			Erick Lace	Nalini Natarajan
Committee Members				
Stephanie Aguirre	Art Sims			

FINANCE COMMITTEE MEETING MINUTES

Thursday, October 22, 2009 – 6:30 PM
 Valley Village
 Winnetka Ave. Winnetka, CA 91306

The Winnetka Neighborhood Council holds its regular meetings on the second Tuesday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for the regular and special meetings is posted for public review at **Limerick Avenue Elementary School**, 8530 Limerick Ave., Winnetka, 91306; **Fulton Cleaners**, 20109 Roscoe Street, Winnetka, 91306; **Express Pack & Ship**, 7657 Winnetka Ave., Winnetka, 91306; **Canoga Park Bowl**, 20122 Vanowen St., Winnetka, 91306 (near Bar & ATM Machine); **Walgreen’s Store**.

1. Call to Order & Board Member’s Roll Call

- a. Committee Chair Assistant Treasurer, Greg Sullivan
- b. Attending chair people: Erick Lace, Nalini Natarajan, Stephanie Aguirre, Art Sims, Board observer, JJ Popowich. Public Comments by Neil Perl and Thomas Soong of DONE.

2. Explanation of Meeting Rules

3. **Public Comments:** Comments from the public on non-agenda items within the Board’s subject matter jurisdiction. The public is requested to fill out a **“Speaker Card”** to address the Board on any agenda item before the Board takes an action. The Speaker Card is requested so that the Speaker’s names are complete and correct in the meeting Minutes.

Neil Perl of Northridge West Neighborhood Council (WWW.northridgewest.com) presented his proposed and actual budget methods as well as an example of his Treasurer’s report. We also received a copy of his Excel program from which he develops his accurate and easy to read reports. These reports are well regarded by DONE and Neil is working with DONE, with other NC treasurers to streamline and develop better NC accounting methods used by the NCs and DONE (along with Jackie Mendez, Thomas noted).

Neil also gave us on the CD, given to Erick and held onto by Greg, examples of Board resolutions forms (for minutes), justification forms (which describe the why of projects). JJ proposed using this system.

Greg felt the forms would be good to store for access and consideration on the board members only portion of the web site.

Erick noted that Faxes to DONE often were miss-combined with other NCs and so we discussed using pdf’s made with a scanner and to use this method to send documentation to DONE. Also, including all board members in the email to DONE to tell everyone that a submission has been made and that the ball is indeed in DONE’s court. DONE could respond back to all to inform that submission was received.

4. **Discussion and possible action to review all receipts and transactions for the 2008-2009 Fiscal Year and the 2009-2010 Fiscal year to date.**
5. **Discussion and possible action to audit the Winnetka Median Project to provide a full expense report to date to the Board.**

JJ wants another column in funding reports for the median which will be a quick summary of what work is being done, i.e., plantings, rock work, as well as, areas in question and which phase 1, 2 or 3, etc.

DONE is trying to move the WNC council away from contracts.

6. **Discussion and possible action to review all unpaid bills (including but not limited to: Valley Village, Ed Crowe, Women's Audicity, Tarazana Nursery, Moore Business Results) and create a plan for payment for each.**
 - a. The director of the Halloween event at the Winnetka Recreation Center had said that the \$1,000 to \$1,500 from LAST year was unpaid. Erick had a copy of the check Issuance Letter and will send this to JJ.
 - b. West Valley News delayed payment; Ed Crow is to email bill to Erick along with work samples (Note: link and pdf's on website). With this information, a demand warrant can be sent by Erick.
 - c. '08 National Night Out by the West Valley Booster: Apparently a receipt was submitted a week before the event for our portion of the group NC pool funding. Minutes were not available to send bill just yet. Erick felt DONE would pay this as was a NC group event. JJ will handle this issue.
7. **Discussion and possible action to review and determine how the incomplete City required inventory report shall be completed. This is the inventory report that was requested in March, not the report to the Controller.**
 - a. An inventory is supposed to go to Thomas Soong at DONE. Thomas will get back to JJ and confirm that both inventories are complete. I am unsure whether there are two inventories or whether this inventory and the audit mentioned below make two.
 - b. There was a controller audit which Erick completed in a personal interview.
8. **Discussion and possible action to review and determine if the WNC is behind on its required quarterly reports to the City and if so determine a plan and timetable for completion.**

Thomas Soong spoke and said that Jackie Mendez was going to approve the last third of the median bill, possibly \$20,350. Of 9/8/09. Thomas said he was going to come back next week with a response.

Thomas also mentioned that since the WNC was more than 2 quarters behind that our funds were frozen. Audits missing were from:

- 1^s quarter (Q1) July- Sept. '04
- Q1 July-Sept '08
- Q2 Oct.-Sept '08
- Q3 Jan.-March '09
- Q4 April-June '09

The Q1 July-September audit is currently being worked on by Erick who has 90 days, so it is not behind yet. JJ will make a resolution at the regular Board meeting, “those audits were lost in transit” and when approved by the board, DONE can release our funds for use.

Completing the grant for the Odyssey house sewer repair is problematic until the funding problem is resolved.

9. Discussion and possible action on creating a methodology and process for creating and verifying monthly reports to the Board.

a. A new methodology was discussed to smooth out current problems with the financial process and this led to the following motions:

i. Erick Lace made a first motion, Nalini seconded and all (4) approved that:

1. “Any bills submitted will go to DONE as an email as pdf’s and that all board members would be cc’d.”
2. “Done would reply by email and cc all board members.”
3. “Documents would be posted online.”

b. At this point Nalini was excused for personal reasons.

c. Art made a second motion, seconded by Erick and all approved (3):

i. “To use the Request for Funding Letter for all requests and that this letter would post online as a template and when filled out.”

d. Greg made a third motion, seconded by Erick and approved by all (3):

- i. “In order to place on the agenda any item, that an Agenda Item request form must be filled out. This person would be responsible for all paperwork involved with this item.”
- ii. “Any person bringing a Request for Funding form is responsible for all paperwork required by this request.”

e. Greg made a 4th motion, Art seconded and all approved (3):

i. “To adopt Neil Perl’s Excel format, or similar Excel tracking system and financial reports by the January 10th meeting.” (JJ’s earlier format was considered as an alternative.)

10. Discussion and possible action on a review of petty cash procedures to include a complete disclosure of how much petty cash is on hand, how often withdrawals from the bank are made and how it is stored for security. This may involve a change in procedure

11. Discussion and possible action for improved storage of all WNC financial records. This may include discussions regarding keeping all records in the WNC storage unit or in a safe deposit box with access by all 4 Officers and the Chair of the Finance Committee.

a. Greg made a 5th motion, Art seconded and all approved (3):

i. “To buy a laptop computer with wireless capability, information backup and a scanner for sole use by WNC for all treasury functions. Scanner is for production of pdf’s for billing etc.”

- b. Erick will continue to box up all annual records in a plastic box, per year, and store in WNC locker. JJ says all 4 officers should have a key to the storage locker.

12. Discussion and possible action to investigate how the WNC credit card is managed. We have had a report that the credit card was given to a Board member to go purchase items. This should include the following:
1) Creation of guidelines to be given to the Treasurer on when and how the card should be used, stored, and tracked. As well as a discussion on providing the Finance Committee and or Board with a monthly copy of the statement for the card.

- a. SOP...treasurer is ultimately responsible for all Credit card charges. Erick can loan the card to assistant treasurer is as deemed trustworthy. This allows for emergencies such as the purchase of water for the Chatsworth train wreck, etc.

13. Future Agenda Items & Calendar of events:

- Youth Committee: TBD
- Public Safety Committee: October 21, 2009
- Events Committee: TBD
- Public Works & Transportation Committee: TBD
- Interfaith Committee: TBD
- Emergency Preparedness: TBD

14. Adjournment

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Public comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Before a vote on each item any member of the public who has not filled out a "Speaker Card" will be accorded 1 minute to make a statement. This period will not last longer than 5 minutes total.

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is within the Board's jurisdiction. In addition, the members of the public may request and receive copies without undue delay of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Winnetka Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Winnetka Neighborhood Council will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Secretary at (818) 648-6219, or please send an e-mail that states the accommodations that you are requesting to jedi_yoda@msn.com.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 Dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (818) 648-6219.

PROCESS FOR RECONSIDERATION

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a {Proposed} Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration.

If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

PROCESS FOR FILING A GRIEVANCE

Any grievance by a Stakeholder must be submitted in writing to the Secretary of the Board of Directors. The Secretary shall then within no more than 30 days refer the matter to an ad hoc grievance panel comprised of 3 Stakeholders who are randomly selected by the Council secretary from a list of Stakeholders who have previously expressed an interest in serving from time-time on such a grievance panel. The Secretary will coordinate a time and a place, not to exceed 10 days for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board to be heard at the next board meeting outlining the panels' collective recommendations for resolving the grievance. The Board of Directors may receive a copy of the panel's report and recommendations prior to

any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at the Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Board Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and federal law.

In the event that a grievance cannot be resolved through this grievance process, the complainant has the right to appeal the matter to the Department of Neighborhood Empowerment for consideration or dispute resolution.

