



# Mar Vista Community Council



## MAR VISTA COMMUNITY COUNCIL

Executive and Finance Committee

Saturday, June 25<sup>th</sup>, 12:15 to 2:00 P.M.

Grand View Market, 12210 Venice Blvd, Los Angeles 90066

### AGENDA

1. Call to Order
2. APPROVAL of minutes from June 6<sup>th</sup> meeting
3. Introductions and Public Comments (2 minutes)
4. Treasurer’s Report and action items for July BOD
  - a. Preliminary June MER and fiscal year close status
  - b. Treasurer transition
  - c. Bank transition
  - d. Development of 2016-17 budget (<http://empowerla.org/nc-budget-package>)
    - i. Strategic Plan
    - ii. Outreach Survey
    - iii. Budget (possible motion to follow)

- **Budget motion submitted by Community Outreach Committee**

Whereas in 1999, the Los Angeles City Charter established the Neighborhood Council System and the Department of Neighborhood Empowerment “to promote more citizen participation in government and make government more responsive to local needs...” (Charter Section 900); the Mar Vista Community Council recognizes that we must prioritize community outreach and approves the attached budget (*below*) of \$24,400 to create a more effective website, a Facebook ad campaign, continued use of printed newsletter, continued support of neighborhood block parties, creation of zone specific and multi-unit residential outreach tools, adoption of electronic email service, banners and flyers to promote MVCC events, supplies for in-person outreach events “coffee time with the board members” and printed material for committee and BOD meetings. (See slide below from Empower Budget Training - audio states: "keep in mind that the NC is not a foundation for granting public funds".)

### Annual Budget (cont.)

Recommended Budget Breakdown

Budget Category	Recommended %
100 Operations	~15%
200 Outreach	~40%
300 Community Imprv Prjct	~20%
400 N. P. G.	~15%
500 Elections	~10%
	100%

**200 Outreach**

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<b>ADV</b>	<b>Advertising</b>	
	Banners, signs & biz cards	3,000
	Facebook Ads (\$100/month)	1,200
	Community giveaways (ex: bags, cups, etc.)	1,000
<b>EVE</b>	<b>Event Expense / Food &amp; Refreshments</b>	
	NA Block Parties (\$300 X 7)	2,100
	Coffee Time events within each Zone (\$100/month)	1,200
	Eco Car Expo	600
<b>MEE</b>	<b>Meeting Expense</b> - photocopies (agendas, minutes, etc.) - moved to operations	
<b>NEW</b>	<b>Newsletter Expense</b>	
	2 newsletters (\$4k each)	
	(Printing, design & distro)	8,800
	New email service (like constant contact) Annual	1,500
<b>WEB</b>	<b>Website Maintenance/Enhancement/Creation</b>	
	New website design	5,000
	Monthly retainer for maintenance - TBD	
	<b>Sub Total</b>	<b>\$24,400</b>

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- iv. Self Assessment
- 5. MVCC ADMINISTRATIVE ITEMS
  - a. Regular meeting date, time and location
  - b. Appointment of Zone 2 Director
  - c. Committee appointments
  - d. Liaison appointments
  - e. Board training
    - i. Funding, Ethics & Code of Conduct
    - ii. Standard operating procedures
  - f. Rules of order
  - g. Board get-together
  - g. Discussion of July BOD Agenda
    - i. Agenda format & sequence
    - ii. Policy motions
- 7. Public Comment
- 8. Adjournment

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\* **PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may

*become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.*

- \* ***PUBLIC POSTING OF AGENDAS*** - MVCC agendas are posted for public review at Mar Vista Recreation Center, 11430 Woodbine Street, Mar Vista, CA 90066  
You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>
- \* ***THE AMERICAN WITH DISABILITIES ACT*** - *As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting [chair@marvista.org](mailto:chair@marvista.org).*
- \* ***PUBLIC ACCESS OF RECORDS*** – *In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website, <http://www.marvista.org>, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, contact [secretary@marvista.org](mailto:secretary@marvista.org).*
- \* ***RECONSIDERATION AND GRIEVANCE PROCESS*** - *For information on MVCC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the MVCC Bylaws. The Bylaws are available at our Board meetings and our website, <http://www.marvista.org>.*