



Mar Vista Community Council



Executive and Finance Committee Minutes

Monday August 5, 2019

The Coffee Connection (Station Room)

3838 S. Centinela Blvd

Los Angeles, CA 90066

Chair: Elliot Hanna (elliott.hanna@marvista.org)

1. **Call to order-** Meeting was called to order at 7:05 PM.

In attendance: Elliot Hanna (Chair), Martin Rubin (1st Vice Chair), Holly Tilson (Treasurer), Mary Hruska (Secretary), Kathryn Wheeler (Chair, Outreach), Adriana De La Cruz (2nd Vice Chair, Outreach), Robin Doyno, Elda Gasca, Genny Santiesteban, Norma Mascarenas

2. **Announcements-**

Elliot: Mentioned suggestion from Jeannie Kuntz to put the Green Tent under the auspices of the Farmer's Market. Suggested that Outreach investigate the possibility. Mentioned that there will be Art Walks on Sept 14 and Nov 30 from 6-10 PM and asked if we (Outreach) could staff it (Blue Tent). Mentioned issues with non-MVCC property being stored in the MVCC storage unit. Will communicate with its owners about removing it. Stated that he'll be away on Sept (10), the regularly scheduled Board meeting, and suggested discussion regarding whether to re-schedule.

Martin: Nothing to announce.

Mary: Made progress with all the new Board members getting functioning email addresses and to the MVCC Website. All in attendance said yes, except Adriana, who said she would test it.

Holly: Nothing to announce

3. **Public Comment for Items NOT on This Agenda-**

Ms Gasca, Santiesteban and Mascarenas introduced themselves as representing the Venice High School Alumni Association Grease Committee and asked for support for their Venice High School Grease Night, which they have previously received. Described the event: free to the public, includes an outdoor showing of the movie Grease and also includes student-run booths to raise money for student activities (clubs) at VHS. Proceeds also go towards scholarships. MVCC can have a booth at the event. Date: Sept 28, 2019. Will not conflict with construction work scheduled for the football field (question from Mary). Elliot suggested that, if they are a 503.c.3 (yes) that MVCC make a contribution directly for the Scholarship fund. Response: this is certainly possible, however assistance is still needed for Grease

Night event. Kathryn suggested that, given DONE's new restrictions on Outreach disbursements, they might streamline the donation process by approaching the Arts/Education/Culture Committee (Aug 6, 2019) Adrianna would coordinate Holly stated that this is being addressed via an NPG (Neighborhood Purpose Grant). She's queried DONE regarding an NPG directly to the VHS scholarship fund. Hasn't heard back. Thinks an NPG for this event specifically is smoothest course. Confirmed restrictions from DONE on funding contribution as Outreach. Elliot mentioned that, since this request was not agendaized this eve, it will need to go through either the AEC or Outreach Committees. All concluded that there is sufficient time for this process to be completed before the event date.

4. Ex-Parte Communications and Conflicts-of-Interest –

Elliot: discussed everything on the agenda with Holly

Martin: none

Mary: none

Holly: discussed everything on the agenda with Elliot

5. Adoption of the Agenda- Adopted without objection

6. Reading and Approval of Minutes – motion to approve (Holly)/Second (mary). Minutes approved without objection

7. Reports:

Holly: addressed informal MER which she presented. Asked Elliot to be more specific on Staples bills. Mentioned that the bills appearing on it are last year's bills. Explained that AppleOne Employment is the Minutes Writer. Will be carrying over \$7535.59 from last year, which will be added to this year's budget. Will also be receiving check for Insurance reimbursement (storage unit robbery). Explained Annual Budget (total available: 49,535.59). Have not begun to spend in earnest. Mentioned that we don't need motions for each line item in the budget. St Andrews may become more costly due to larger venues we're requesting (PLUM), and she has a question to DONE on whether that will require a motion for it.

Has created a line item for board member reimbursements.

Email service and web posting and space rental: Outreach. Could keep doing individual motions for it (as we have been doing) or put it all under Office/Operational in which case we wouldn't need a motion.

Listed things that she's been informed board/committee members want. Mentioned Congress of Neighborhoods (Outreach or Operations?. Last time it was Outreach) Will just increase that amount in the budget assuming Christine (Stemar) writes a motion. It's worthwhile and we've done it before.

Stacy has mentioned needing a website for PLUM. We also need some Website fixes in general. Maybe increase budget for it to \$2000. Elliot suggests we should encourage committees to submit finding priorities.

Kathryn: wants to eblast all Committee members to see what they'd like.

Elliot: lets determine what we need for the website first and then contact the Web Corner

Martin: asked to have his picture added to his MVCC Web profile

Kathryn: we get one hour free per month of assistance from the Web Corner, so better to try and resolve simple issues ourselves.

Martin: would like to see the dated materials removed from the website

Holly: do we want to amend budget to have more line items for additional spending like the disbursements to all the Residents Associations toward their annual fetes

Holly: Need a line item for each of the 3 NPGs she's expecting.

Elliot: will make budget revision on the next BOD agenda if we need more line items as they become known.

Holly : can add a budget revision into the funding motion itself. Will confirm with DONE

8. **Consent Calendar:**

Holly: Maybe I can include an explanation of each budget item in the meeting packet. Consensus was that this was worth a try.

Adriana: would like to table 10.3 given that Jeannie K suggests that Green tent go to the Farmer's Market. Response from Committee was that a) that is a decision the board and not Jeannie will make and b) the motion is written not exceed a certain amount, so we can spend less.

Motion to approve consent calendar (Mary/Martin) : approved by unanimous consent:

10.1 [FUNDING] Monthly expense report

10.2 [FUNDING] Board member reimbursements

10.3 [FUNDING] Neighborhood Purpose Grant for Friends of the Mar Vista Library

10.4 [FUNDING] Mar Vista Farmer's Market Rental Fee

10.5 [FUNDING] Website Hosting Fee

9. **New Business –**

13.1 [FUNDING] Discussion of upcoming funding items and expenditures, including budget revisions for

FY 2019-2020

13.2 [ADMIN] Status of items from prior Board of Directors' meetings

Elliot: these are standing items. Asked for any upcoming funding requests.

Kathryn: 1) Need to discuss moving to a new email marketing service (folks generally don't like

Mailchimp

2) Need to discuss possibly moving to a new web host

3) Need to budget for Neighborhood Associations disbursements. After working with Holly,

Identified a reasonable accommodation for this: disburse \$150 for a booth rental to be staffed by the MVCC and \$150 for an ad in the NA's newsletter. Mentioned that there are 7 NAs and this calculates to \$2,100. NA would invoice MVCC for each of these.

Elliot stated that these would be a great opportunity for outreach. Kathryn mentioned that producing pamphlets for these events would also have to be budgeted for.

Martin: suggested MVCC do a presentation at these fetes.

Mary: suggested Kathryn send email to all the NAs.

Kathryn: felt that Outreach has an obligation to meet face to face with the community

Mary: suggested 2 MVCC persons attend: Outreach and the corresponding Zone Director

4) need some sort of cart for Outreach materials as well as the outreach materials

(tablecloth, tent etc)

5) would like to create a separate, new email for Outreach

Elliot: Suggested making an itemized list and bring to the next Outreach meeting, and, eventually, present to BOD

Discussion followed on getting a cart for the BOD audio equipment.

Discussion of how to respond to MVCC emails from the public. Agreed to have the Secretary triage them until policy is written

Kathryn: has reached out to Jose Aviles at the Rec Center to see if MVCC BOD equipment can be stored on-site, there. Elliot concurred and added the possibility that the Rec Center might be paid to set up and take down as well. All concurred.

Holly: suggested Kathryn write funding motions for all these items and present at next BOD

Mary Suggested doing outreach at school events like the Big Boo. Kathryn stated that she'd like to start small (with NAs) and the evaluate that.

Kathryn: suggested refreshments for BOD meetings. All concurred. Kathryn suggested her placing order for this (with, say Target) and Elliot picking it up. Elliot concurred. Maybe for amount not to exceed \$100.

Elliot explained the 72 hour posting rule for agendas. Needs agenda items 48 hours in advance of the 72 hr. cutoff would work.

Discussion of Brown Act and how it applies to meetings between Board members.

Kathryn stated that she's preparing a How-To Manual for Committees that will eventually also appear on the website.

10. Adjournment -meeting adjourned at 9:03

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 <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, please contact secretary@marvista.org. **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, or any auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting chair@marvista.org.