

BUDGET COMMITTEE MINUTES

October 6, 2010

6:00 PM

Harry Langdon Studio

111 North La Brea

Los Angeles, CA 90036

In attendance: Sheryl Turner, Chair; Yudy Machado; Charles Lindenblatt, Sharon Lake, Angela Guzman.

Absent: Bruce McCormick, Eva Kremer

The meeting was called to order at 6:30 pm. There were no minutes from the September meeting as there was not a quorum at that meeting.

The Bankcard reconciliation and DONE Allocation reconciliations were reviewed. MSC to accept the reports as presented. The budget reports for the October 12 Board meeting will be available by Saturday October 9 for distribution to the board.

The committee will ask the Communications Committee to archive the current annual budget, all budget reports and transaction reports on the MCWCC website. This will serve both informational purposes as well as a backup in case software programs at the office are unavailable.

Sharon Lake gave a report on the Ethics training meeting she attended last weekend. While there is an approved budget in place, each program expenditure must be approved as they come on the calendar (e.g., the upcoming Art Walk and CERT training expenditures must be approved). Sharon also reported that the Neighborhood Grants take many months to be approved and distributed and that the Education Committee should be reminded that the requests need to be submitted very soon. The Chair will contact the Education Committee chair.

There will be an audit of all NC's in the next six months by the DONE office. 1) An equipment inventory list will be part of the audit. The committee will instruct the office administrator to create an inventory list of equipment and/or any other assets. 2) Office support expenditures are subject to audit. The committee asked that the office administrator be instructed to produce a time management record/report of her work and how much time she spends on each committee/task. This will allow us to plan for the anticipated budget cuts that will happen next year as well as to maintain management controls over the current year budget. 3) The AT&T invoices are paid automatically and there is no backup for them in an audit. The committee will call AT&T to get a hardcopy of the invoices sent to the offices.

In anticipation of anticipated budget cuts for next year, the budget committee formed an ad hoc committee to search for an alternative location for board meetings and the MCWCC office. The committee will be Angela Guzman, Yudy Machado and Charles Lindenblatt. They will also reach out to the entire board to see if anyone else might like to serve.

The Chair suggested that each committee submit a "resource" list of items that they need for their programs that they don't have funding for at the present time (30 cases of water for Art Walk, printing of brochures are examples. The Chair will contact each committee.

The compliance for board members' ethics trainings was discussed. The chair will get the list of board members who have not taken the ethics training and reach out to them.

The committee agreed that quarterly budget committee meetings will be adequate to conduct the business of MCWCC. The next budget committee meeting will be in January 2011.

The meeting was adjourned at 7:54 pm.
Sheryl Turner, Chair