



agenda

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...



SPECIAL MEETING OF THE CSPNC BOARD

When: Wednesday, March 25, 2015 at 6:30 p.m.

Where: San Pedro Elks Lodge (trailer)
1748 Cumbre Drive, San Pedro, CA 90732

AMENDED AGENDA

1. **CALL TO ORDER** | and roll call.
2. **PUBLIC COMMENT** | Non-agenda items
3. **DISCUSSION AND POSSIBLE ACTION OF THE FOLLOWING ITEMS:**
 - a. Approval of Expenses for Safety Summit scheduled for Saturday, March 28, 2015 as presented on **Attached Budget**. Budget not to exceed \$2500.00.
 - b. Approval of Postcard printing by Sir Speedy: 13,000 copies, one side promoting the Safety Summit, other side promoting the upcoming Board Selection. Total cost not to exceed \$1,346.23. **(Quote attached)**
 - c. Approval of delivery services ("Walking Man") to deliver 10,000 postcards to local addresses at a cost not to exceed \$975.
 - d. Approval of Newsletter printing by Sir Speedy promoting Candidates for May 2nd Selection Finished size 8-1/2X11 (4 pages). Amount not to exceed \$3,765.93 **(Quote attached)**
 - e. Postage for Newsletter distribution to stakeholders by USPS Mail @ \$1824. Note: \$1600 currently available in USPS Account. Board approval required for additional funds for USPS account to complete this mailing in amount not to exceed \$270.
 - f. Approval of renewal of Postal Permit (if necessary) at an amount not to exceed \$250.
 - g. Approval of Perry Mailing Services (for bundling and preparing mailing and delivering to USPS) at a cost not to exceed \$800.)
 - h. Approval of \$375 for the production of the postcard and newsletter through ION (D. Behar). Behar (ION) **(Quote attached)**
4. **DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF TWO BOARD MEMBERS AS REPRESENTATIVES TO CIVIC UNIVERSITY.**
5. **ADJOURNMENT**

For more information, please call 424-205-1885 OR 888-885-8655; write to CSPNC, 1536 West 25th Street #223, San Pedro, CA 90732; or visit the Coastal San Pedro Neighborhood Council website at www.cspnc.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, listening devices, or other auxiliary aids and/or services may be provided upon request, Please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting us at 424-205-1885 OR 888-885-8655.

In compliance with government code section 54957.5, non-exempt writings that are distributed to all or a majority of the Board members in advance of a meeting may be viewed at our website by clicking on the following link: www.cspnc.org, at a location given in the item number of the agenda 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 the Coastal San Pedro Neighborhood Council at 424-205-1885 OR 888-885-8655.

Public Safety Summit | Budget

revised 03.24.15

		qty/approx	Description
PROMOTIONAL			
Design / Production	\$ 150.00		
CSPNC NotePads	\$ 200.00	300	
NW Lawn Signage	\$ 450.00	25	
Student Engagement Flyers*	\$ 50.00		
DIGITAL MARKETING			
Design / Production	\$ 150.00		Ads, flyers, posters, e-mail
Distribution / Social + email	\$ 150.00		
Video & Post Production	\$ 250.00		
Press Release / Media	\$ 50.00	1	
ON LOCATION ITEMS			
CSPNC / Bogdanovich Sign	\$ 75.00	1	
Panelist Namecards	\$ 100.00	20	
Attendee Agendas	\$ 75.00	300	
Welcome/Directional Signage	\$ 100.00	2	
Registration	\$ 50.00	3	
OPERATIONS & HOSPITALITY			
Refreshments	\$ 250.00	300	Drinks, snacks, light food
Audio/ Visual	\$ 190.00	1	
Misc.	\$ 210.00	0	
	\$ 2,500.00		

ASSUMPTIONS

- » 01 Direct Mailer expense will come from existing Newsletter budget
- » 02 Mailer Design to be approved by CSPNC Comm Committee in next mtg
- » 03 Includes Selection "Call for Candidates" announcement
- » 04 Mail drop one week before PSS to residents
- » 05 Alternative distribution tbd if deadline cannot be met following production vendor quote

Invoice

91775

3/19/15

Coastal San Pedro Neighborhood Council
1536 W 25th Street, #223
SAN PEDRO CA 90732
310-721-7017

13,000	POST CARDS COSTAL CURRENTS , 8.5 x 11 WHITE 80# ACCENT OPAQUE COVER, printed 2 up Normal Cut	1,235.07
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Sales Rep:
Taken by: RICHARD
Account Type: Charge Account
Thank you very much for your business!

Ship Via:

1,235.07

111.16

1,346.23

1,346.23

MOTION FROM COMMUNICATIONS COMMITTEE:

In order to maintain a positive and consistent branding of the Coastal San Pedro Neighborhood Council, the Communications Committee wishes to continue using the current, modern looking CSPNC logo, font and layout style developed by Dave Behar and approved by the CSPNC Board.

Therefore, the Communications Committee moves, by a vote of 3 yes, 1 no, 1 abstention, Dave Behar produce and arrange distribution of a CSPNC Newsletter containing candidate profiles before the May 02, 2015 CSPNC Selections.

ion

ion

1536 west twenty fifth street #305 san pedro, ca 90732

QUOTE

BILL TO:

CSPNC
San Pedro, CA

INVOICE # 040115CSPNC

DATE: 03.19.14

TERMS: cod

FOR:

cspnc newsletter production

DESCRIPTION

AMOUNT

cspnc newsletter production - Spring 2015
cspnc postcard production - Spring 2015

\$ 375.00
\$ -

PRINTER / MAILHOUSE LIAISON

tbd

TOTAL

\$375.00

IF ACCEPTED, this payment is due on or before April 01, 2015

Please remit checks payable to: **ION | 1536 west twenty fifth street - san pedro, CA 90732**

Credit / Debit Card acceptable for one time or recurring payment (please scan) and return, or call with information:

Visa ___ Mastercard ___ Amex ___ Discover ___

Name on Card _____ Card # _____ Exp _____ 3 digit _____

THANK YOU FOR THE OPPORTUNITY TO SERVE & COLLABORATE WITH CSPNC

Sir Speedy #233
 900 W. 223RD Street
 Torrance, CA 90502
 (310) 212-6162 Fax(310) 212-5271

No. **E#23681**

Date 3/19/15

SOLD TO

Coastal San Pedro Neighborhood Council
 1536 W 25th Street, #223
 SAN PEDRO CA 90732
 Phone: 310-721-7017

QUANTITY	DESCRIPTION	AMOUNT	
13,000	NEWSLETTER 6 PAGE FOLD & INSERT FINISHED SIZE 8.5 X 11 (4 pages) 4 PAGE SIGNATURE 1/1 , 11 x 17 White 100# Matte Coated Book, printed 1 color front in Reflex Blue ink, 1 color back in Reflex Blue ink INSERT 1/1 , 8.5 x 11 White 100# Matte Coated Book, printed 2 up 1 color front in Reflex Blue ink, 1 color back in Reeflex Blue ink	3,454.98	
Taken by: RICHARD Account Type: Charge Account		Wanted: Tue 3/24 Coastal San Pedro Neighborhood Council- Newsletter- 6 page 11x 17 with	SUBTOTAL 3,454.98 TAX 310.95 SHIPPING TOTAL 3,765.93 AMOUNT DUE

This estimate is valid for 30 days.

Thank you for allowing us to serve you.

This estimate is based on information received by Sir Speedy, and is subject to revision upon receipt of materials for the actual job. Charges for corrections and any customer alteration will be added to the estimated price. Customer will be notified of any additional charges before work is begun.