



agenda

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

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CSPNC | Budget and Finance Committee Meeting **Tuesday, December 5, 2017 | 6:30 PM**

LOCATION: Marine Exchange Conference Room
3601 S. Gaffey Street #803
San Pedro, CA 90731

Participation is open to all Stakeholders of the Coastal San Pedro Neighborhood Council.

agenda

1. Welcome and call to order at 6:30 PM – 2 minutes
2. Welcome new member – 2 minutes
3. Public Comment on Non-Agenda Items – 2 minutes
4. Update on Treasurers Report – 10 minutes
 - a. Update on expenses – 10 minutes
 - b. Update on DropBox – 5 minutes
5. Update on paperwork to City Clerk on Committee Programs – 5 minutes
6. Discuss finding additional funds for second grant program for January and confirm dates (see attached) – 10 minutes
7. Discuss if funding is available for a sponsorship program in addition to the grant program for January – 5 minutes
8. Review submitted committee Funding Request Forms (if any) – 5 minutes
9. Committee comments on non agenda items – 4 minutes
10. Adjournment. The next regular meeting will be Tuesday, January 2, 2018, at 6:30 pm, at the Marine Exchange.

For more information, please call 310-918-8650; write to CSPNC, 1840 S. Gaffey Street #34, San Pedro, CA 90731; or visit the Coastal San Pedro Neighborhood Council website at www.cspnc.org.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS—The public can address the Committee on any agenda item before the Committee 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 will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee 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 Committee meeting.

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PUBLIC ACCESS OF RECORDS – 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 1840 S Gaffey St, San Pedro, CA 90731, at our website: www.cspnc.org, or at a 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 310.918.8650.

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RECONSIDERATION AND GRIEVANCE PROCESS: For information on the Coastal San Pedro Neighborhood Council's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the CSPNC Bylaws. The Bylaws are available at our Board meetings and our website <http://www.cspnc.org>

SERVICIOS DE TRADUCCION -- Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a the CSPNC Secretary, al 213.978-1551 por correo electrónico board@cspnc.org para avisar al Concejo Vecinal.



minutes

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NPG SCHEDULE AND PROCEDURES – Revised

1. **DISCUSSION AND CONSIDERATION OF A MOTION TO ADOPT PROCEDURES FOR DETERMINING NEIGHBORHOOD PURPOSE GRANT (NPG) RECOMMENDATIONS** – grant applications will include a copy of the following deadline information, and procedures and processes, to have the process be completely transparent
 - a. Neighborhood Purpose Grant Application Submission Schedule for Fiscal Year 2017-2018
 - i. **First deadline:** NPG applications must be received no later than Wednesday, September 6, 2017 by 12:00 pm (noon). REVISED to Friday, October 13, 2017 by 12:00 pm (noon).
 - ii. Committee to review applications the first or second week in September
 - iii. Presentation of committee recommendations to the board at the October 2017 board meeting
 - iv. **Second deadline:** NPG applications must be received no later than Wednesday, January 10, 2018 by 12:00 pm (noon)
 - v. Committee to review applications the second and third week in January
 - vi. Presentation of committee recommendations to board at the February 2018 board meeting
 - b. Neighborhood Purpose Grant Application Submission Procedures and Processes for Fiscal Year 2017-2018
 - i. During committee review, all applicants will be invited to appear before the Budget and Finance Committee at a regularly scheduled meeting, to allow the committee to ask questions.
 - ii. Coastal San Pedro Neighborhood Council (CSPNC) will advertise the availability of Neighborhood Purpose Grants (NPGs) throughout the Coastal San Pedro Neighborhood Council area.
 - iii. All applicants should have a strong involvement in the Coastal San Pedro Neighborhood Council area.
 - iv. Neighborhood Purpose Grant (NPG) applications must be approved by majority vote of the Budget and Finance Committee prior to presentation to the Board.

From October 17th meeting

SELECT GRANT RECIPIENTS FOR APPROVAL BY THE FULL BOARD AT THE NOVEMBER BOARD MEETING

- c. There were four Neighborhood Purpose Grant applications received by the deadline as follows:
 - i. Harbor L.I.T.E.S. Boosters for Los Angeles Police Department
 - ii. Palos Verdes Peninsula Land Conservancy
 - iii. Angels Gate Park
 - iv. Clean San Pedro
- d. The application from Harbor L.I.T.E.S. was disqualified for issues with the application related to the 501c3.

UPDATE ON GRANT APPLICATION REQUEST PROGRAM

- e. Discuss and consider adjusting dates for next round. It was decided that the dates for the second round would remain as set at the July 1, 2017 Budget and Finance meeting (see below)
 - i. **Second deadline:** NPG applications must be received no later than Wednesday, January 10, 2018 by 12:00 pm (noon)
 - ii. Committee to review applications the second and third week in January
 - iii. Presentation of committee recommendations to board at the February 2018 board meeting.
- f. Discuss and consider adding more funds to the grant program. It was recommended by the Treasurer to continue at \$2,500 until other budgetary issues have been addressed.