



minutes

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...



Thursday, March 28, 2019 Budget and Finance Committee Meeting

Angels Gate Cultural Center
3601 S. Gaffey Street, Building G, San Pedro, CA 90731

MEETING NOTES

- 1. WELCOME AND CALL TO ORDER:** Meeting was called to order at 6:30 p.m. by Chair Robert Bryant. There was a quorum with 3 committee members, no Stakeholders present.

| Committee Members | |
|-----------------------|---------|
| Robert Bryant, Chair | Present |
| Bob Gelfand | Excused |
| Adele Healy | Excused |
| Louis Dominguez | Present |
| Kathleen Martin | Excused |
| Dean Pentcheff | Present |
| Amber Sheikh Ginsberg | Absent |

- 2. PUBLIC COMMENT ON NON-AGENDA ITEMS**
 - Michael Caccavalla commented that Music by the Sea will have four concerts in July and one in August. He hopes CSPNC can support him again this year.
 - John Stinson, President of the San Pedro Art Association commented that he hopes there will be additional opportunities for NPGs during this fiscal year as he missed the deadlines for the first and second rounds.
- 3. TREASURER'S REPORT** – Louis Dominguez
 - Approve CSPNC 2018-2019 Fiscal Year inventory. (see attached detail). There are items on the inventory from December 2017 that still need to be verified so approval can be brought to the full board at the April 11th meeting.
 - Update on second round of NPG applications. All five board approved NPGs have been approved and funded by the City Clerk.
 - Approve budget to actual spending to date. (see attached detail). The only change was to add a line item under Committee Funding Requests for the Emergency Preparedness Committees \$600. There were no changes to the dollar amounts.
- 4. REVIEW PROCEDURE FOR USING BUILDING G FOR MEETINGS** – Discussion. A list of rules and procedures will be created and circulated to all committee chairs.
- 5. REVIEW SUBMITTED COMMITTEE FUNDING REQUEST FORMS (IF ANY)** – None
- 6. PUBLIC COMMENT AND COMMITTEE MEMBER COMMENTS** – None
- 7. ADJOURNMENT:** The meeting was adjourned at 7:10 p.m. The next regular meeting will be Thursday, April 25, 2018 at 6:30 p.m.

Respectfully submitted, Sheryl Akerblom
for the Coastal San Pedro Neighborhood Council Budget and Finance Committee

Coastal San Pedro Neighborhood Council

Date: 3/14/2019

List of CSPNC Property

| Quantity | Details | In Use | Serial # |
|----------|-----------------------------------|--------|---------------|
| 1 | Overhead Laptop | Yes | 19CSPNC001 |
| 1 | Audio Edit Laptop | Yes | 19CSPNC002 |
| 1 | External Hard Drive Toshiba | Yes | 68O4TPRDT10F |
| 1 | Gemini DRP-1 Digital Recorder | Yes | 1621H19478 |
| 8 | USB Flash Drives | Yes | N/A |
| 1 | PDW Wireless Microphone Rack | Yes | PDWM8300 |
| 8 | PDW Wireless Tabletop Microphones | Yes | N/A |
| 1 | Precision Design Camera Tripod | Yes | N/A |
| 1 | 12"x14"x4" Roadcase (camera) | Yes | N/A |
| 1 | Sony HDR-CX405 | Yes | 4272250 |
| 2 | Sony NP-BX1 Batteries (camera) | Yes | N/A |
| 1 | Behringer PA Speaker | Yes | S180300778977 |
| 1 | Behringer PA Speaker | Yes | S180300774977 |

FROM DECEMBER 2017

| Qty | Description | In Use | Manufacturer | Serial # |
|-----|---|-----------------|----------------|----------|
| 1 | Sound Equipment – need to verify | Not in use | Yamaha | M16/6fx |
| 1 | Sound Equipment – need to verify | Not in use | Tascam | Cc-222 |
| 1 | Sound Equipment – need to verify | Not in use | Audio-technica | Atw-R700 |
| 1 | Sound Equipment – need to verify | Not in use | Audio-technica | Atw-t702 |
| 1 | Sound Equipment – need to verify | Not in use | JBL | Eon15p-1 |
| 1 | Computer Hardware (Computer, Laptop, Tablet, Printer) | operable in use | Epson | B-510dn |
| 1 | Electronics – Overhead Projector | operable in use | Toshiba | Tdp-s25 |
| 1 | Computer Hardware (Computer, Laptop, Tablet, Printer) | inoperable | Hp | 8000 dn |

COASTAL SAN PEDRO NC
2018-2019 Fiscal Year Budget
Proposed reallocations for Thursday, March 28, 2019 B&F meeting

| 100 OPERATIONS | Approved | Actual to | Remaining | Projected |
|-------------------------------------|-------------------------|----------------------|-------------|--------------|
| | Budget | Feb/Mar 2019 | Balance | Expenditures |
| Audio services | \$ 3,000.00 | \$ - | \$ 3,000.00 | \$ 3,000.00 |
| Virtual office | \$ 4,000.00 | \$ 2,265.93 | \$ 1,734.07 | \$ 1,895.94 |
| Web site upgrade | \$ 500.00 | \$ 114.00 | \$ 386.00 | \$ 500.00 |
| Temporary staff transcription | \$ 3,900.00 | \$ 2,434.91 | \$ 1,465.09 | \$ 1,935.00 |
| Temporary staff bookkeeping | \$ 4,425.00 | \$ 2,307.20 | \$ 2,117.80 | \$ 1,442.00 |
| Postage / P.O. box | \$ 175.00 | \$ - | \$ 175.00 | \$ 175.00 |
| Committee Funding Requests | \$ 1,050.00 | \$ - | \$ 450.00 | \$ 450.00 |
| Emerg Prep Committee | | \$ - | \$ - | \$ 600.00 |
| Rent - Angels Gate | \$ 2,800.00 | \$ 1,962.50 | \$ 837.50 | \$ 1,400.00 |
| Misc - Office | \$ 500.00 | \$ 340.38 | \$ 3.53 | \$ - |
| Misc - Security from FY2017-2018 | | \$ 156.19 | | \$ - |
| Food/Refreshments | \$ 2,400.00 | \$ 1,629.95 | \$ 770.05 | \$ 1,000.00 |
| Misc - Security from FY2017-2018 | 22,750.00 | \$11,211.06 | \$10,939.04 | \$ 12,397.94 |
| | | | | |
| 200 OUTREACH | | | | |
| Newsletter | \$ 7,000.00 | \$ 3,389.76 | \$ 3,610.24 | \$ 3,500.00 |
| | | | | |
| 300 COMMUNITY IMPROVEMENT PROJECTS | | | | |
| Undesignated | \$ - | \$ - | \$ - | \$ - |
| | | | | |
| 400 NEIGHBORHOOD IMPROVEMENT GRANTS | | | | |
| Grants (autumn) | \$ 2,250.00 | \$ 2,250.00 | \$ - | |
| Grants (spring) | \$ 8,000.00 | \$ 8,000.00 | \$ - | |
| | 10,250.00 | \$10,250.00 | \$ - | \$ - |
| | | | | |
| 500 ELECTION | | | | |
| Election programming | \$ 2,000.00 | | | |
| Print media advertising | | \$ 295.00 | \$ 1,705.00 | \$ 2,000.00 |
| | | | | |
| TOTALS | \$ 2,000.00 | \$25,145.82 | \$16,254.28 | \$ 17,897.94 |
| | | | | |
| Portal totals | CC Portal remaining bal | My remaining balance | | |
| \$ 31,750.00 | 16,483.42 | \$14,549.28 | | |
| \$ 10,250.00 | | | | |
| \$ 42,000.00 | CC Portal Exp to date | | | |
| | Spent | \$23,679.08 | | |
| | Pending | \$ 1,837.50 | | |
| | | \$25,516.58 | \$16,483.42 | |