



**SCNC BOARD**

Patrice Berlin  
Brian Carroll  
Claire Curet  
Alex Izbicki  
Lisa Karadjian  
Patrick Lewis  
Heidi MacKay  
Janine Milne  
Richard Niederberg  
Eric Preven  
Craig Radow  
Keith Schwalenberg  
Rob Schiller  
Andrew Sussman  
Richard Welsh  
Denise Welvang

**Budget Committee  
MEETING Thursday,  
September 13, 2018  
7:00 PM**

4024 Radford Avenue, Editorial 2 Bldg., Room 6  
Studio City, CA 91604  
(818) 655-5400

**PRESIDENT**  
Patrick Lewis  
**VICE PRESIDENT**  
Rob Schiller  
**TREASURER**  
Richard Welsh  
**SECRETARY**  
<Vacant>  
**CORRESPONDING  
SECRETARY**  
<Vacant>

[www.StudioCityNC.org](http://www.StudioCityNC.org)

Eric Preven (Board member, Chair) Richard Welsh (Board member, Treasurer) Rob Schiller (Board member, Vice President) Richard Niederberg (Board member) Patrick Lewis (President, ex officio)

1. Call to Order & Roll Call (1 min).
2. Approval of Minutes if available (4 min).
3. Update by the Chair (4 min).
4. Public Comments on non-agenda items within the Board's jurisdiction (2 min per stakeholder, total of 15 min).
5. (5 min)
6. Report by Eric Preven, Budget Chair (2 minute per stakeholder, 20 minutes total)

The Budget can be found on page six, here:  
<http://studiocitync.org/docs/34482380-3907.pdf>

**Request For Ideas (RFI)** from stakeholders and community groups about possible projects and programs and how they'd like to see SCNC funding put to work.

**Motion:** Chair to generate and promote a clear and open solicitation.

**Election:** how can we leverage the Council District Office's email lists to engage voters? During election time, E-blasts from the council district office promoting Neighborhood council elections by circulating candidate statements and images.

**Possible Motion:**

7) **Neighborhood Purpose Grants to local Public Schools.**

Let us know how we can be helpful?

Typically as requests take form, applicants will meet with the Budget Committee for general discussion, and then requests will be forwarded for discussion and vote by the full Board.

The process includes: Completion of a Neighborhood Purpose Grant Application form. That 2 page form is available [[here](#)] in a fillable PDF format.

Instructions and Guidance are available [[here](#)] in this 6 page PDF document.

Please note that the following items will be required before the City will release funds for payment of this grant.

- Project Budget (Attached separate document if insufficient space on the Application form.)
- IRS letter of determination non-profit status.
- An itemized invoice.
- A Project Completion Report Form (Page 6 of the Instructions.)

For reference, please see the following examples of previous NPG's facilitated by the SCNC to fund Public School projects:

[Walter Reed Middle School STEAM Academy Application](#)

[Rio Vista Elementary Lunch Benches Application](#)

[Carpenter Elementary Security Gate Application](#)

8. Treasurer's Report by Richard Welsh (1 min per stakeholder and member, 20 min total).

9. Report by Budget Chair Eric Preven (1 min per stakeholder and member, 5 min total).

a) Reimburse, Eric Preven for **\$70.28** for receipts and copy charges for GAC/Budget/Board meetings.

b) Reimburse, Patrice Berlin for **\$252.48** for July Board meeting refreshments receipts.

c) Office expense Telephone service to [board@Studiocitync.org](mailto:board@Studiocitync.org) **\$120.00** (per year)

- d) **2nd request** for reimbursement, on board approved **\$475.72** in Receipts for North Hollywood Officer Appreciation BBQ May 26, 2018. (Craig Radow)
- e) **2nd request** for Tree People request **\$350.00** previously submitted (Heidi Mackay)

**Motion:** The Budget Committee approves the above expenditures.

**10.** Outreach Committee Report by Patrice Berlin (1 min per stakeholder and member, 5 min total).

- a) **\$600.00** Event Funding: **Chamber of Commerce related River Cleanup**
- b) **\$2,500.00** Event Funding **Movies in the Park/Halloween event**

**Motion:** The Budget Committee approves the above expenditures.

**11.** Report by Eric Preven (1 min per stakeholder and member, 15 min total)

- a) **\$1,000.00 Friends of Reed Inc.** 501c3 for Walter Reed Middle School request for contribution for after school math enrichment program (Karen Shoemaker)
- b) **\$300.00 East Valley Emergency Preparedness Summit** (Patty Kirby)

**Motion:** The Budget Committee approves the above expenditures.

**12. The Budget Committee Authorizes** the following board members to review detailed financial statements

**Motion:** The Board of the Studio City Neighborhood Council votes to authorize the following members to access funding materials to determine where we are with our budget. Add:

Board Member Outreach, Patrice Berlin  
Board Member Budget , Eric Preven

- 13. Comments from members on subject matter within the Committee's jurisdiction (2 min per member, 10 Min Total).
- 14. Closing comments by the Chair (3 min)
- 15. Adjournment (1 min).

**ACCESS** — The SCNC meetings are held on an active studio lot. Due to security issues, all stakeholders are required to park in the studios parking structure. There are a limited number of accessible parking spaces in front of the meeting room and while there is no direct path of travel to the meeting room via a sidewalk, the studio and NC want to assure that stakeholders with disabilities are able to access the meeting without difficulty. Stakeholders with disabilities who have a valid DMV placard, use a wheelchair, walker or cane, and/or those who have difficulties walking distances should contact (818) 384-1942 or [plewis@studiocitync.org](mailto:plewis@studiocitync.org) to request shuttle assistance at least 24 hours prior to the meeting in order for the studio to arrange services for the meeting. "Sign Language Interpreters, Communication, Access, Real-Time Transcription(CART), Assistive Listening Devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days notice is strongly recommended. For additional information, please contact: contact (818) 384-1942 or [plewis@studiocitync.org](mailto:plewis@studiocitync.org)

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the Board on any item on the Agenda PRIOR to the Board taking action on an item. Comments from the `public on Agenda items will be heard only when the respective item is being considered. Comments on other matters, not appearing on the Agenda that are within the Board’s subject matter jurisdiction, will be heard during the Public Comments On Non-Agenda Items period.

**THE AMERICAN WITH DISABILITIES ACT** - 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 and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least three (3) business days (72 hours) prior to the meeting you wish to attend by contacting the Studio City Neighborhood Council (818) 384-1942 or by e-mail to [rvilla@studiocitync.org](mailto:rvilla@studiocitync.org).

#### **PUBLIC ACCESS OF RECORDS**

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 our website by clicking on the following link [www.StudioCityNC.org](http://www.StudioCityNC.org) : or, at the scheduled meeting.

**RECONSIDERATION PROCESS** - Reconsideration of a vote by the Board may be called as a motion by the Board members that voted on the prevailing side of the decision.

**GRIEVANCE PROCESS** - A stakeholder or group of stakeholders may present a grievance concerning the legality of actions by the Board during public comment. Substantive grievances will be examined by a panel set by the Board and the decisions may be appealed to the Department of Neighborhood Empowerment.

**PUBLIC ACCESS OF RECORDS** - 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 our website by clicking on the following link - <http://studiocitync.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 [office@studiocitync.org](mailto:office@studiocitync.org).

**SCNC BYLAWS** - Please be advised that the Bylaws of the Studio City Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the Bylaws are available during every meeting.