

**DRAFT GRVNC BUDGET COMMITTEE MEETING MINUTES**  
**1/5/2006**

1. CALL TO ORDER/ROLL CALL:

Meeting called to order by CJ Cole at 8:45 am. In attendance: Committee Members - CJ Cole, DeDe Audet, Challis Macpherson, Sylviane Dungan, Suzanne Thompson, Edward Ferrer. Absent: Richard Myers. Public: None.

2. APPROVAL OF 12/8/2005 MINUTES:

Approved as written.

3. REVIEW OF 2ND QUARTER EXPENDITURES & A COMPARISON OF THE BUDGET ALLOCATION VS ACTUAL EXPENSE:

MOTION: To request the Executive Committee and committee chairs to explain why they did not spend their second quarter budget allocations as stakeholders are asking for services and so that the Budget Committee can effectively allocate funds in the future. Motion: Suzanne, Second: DeDe, Vote: 6-0-0.

4. DISPOSITION OF UNUTILIZED 2ND QUARTER BUDGET ALLOCATIONS:

MOTION: To roll the balances remaining in the second quarter Budget Allocation into the third quarter Budget Allocation. Motion: Ed, Second: Challis, Vote 6-0-0.

5. REQUEST FROM LUPC FOR BUDGET ALLOCATIONS:

MOTION: To approve the LUPC Budget Allocation Request as amended (see Attachment A). Motion: Challis, Second: Ed, Vote: 6-0-0.

6. REQUEST FROM BOARD MEMBER LINDA LUCKS TO ALLOCATE FUNDS FOR AN ADMINISTRATIVE ASSISTANT:

MOTION: To approve a third quarter trial program utilizing PDQ to take/prepare minutes of the Board of Officers, Executive Committee and LUPC meetings at an estimated cost of \$1500 (8 hours per meeting at \$18.85 per hour) for 10 meetings (4 Board of Officers, 2 Executive Committee, 4 LUPC). Motion: Ed, Second: DeDe, Vote 6-0-0.

MOTION: To approve a third quarter trial program for 40 hours of clerical services from PDQ for data entry and clerical services that the Executive Committee shall allocate at their discretion at an estimated cost of \$580 (40 hours at \$14.50 per hour). Motion: Ed, Second: Challis, Vote: 6-0-0.

TO DO: To research: A) the cost/availability of a person (to be hired by PDQ) at the clerical level (\$14.50 per hour) to set up, take down and store the PA system at Board and LUPC meetings; and B) the cost/availability of an all-inclusive service company to set up, take down and store the PA system at Board and LUPC meetings.

7. OLD BUSINESS - BUSINESS CARDS:

MOTION: To approve \$1000 for the purchase of business cards for Board members and committee chairs from the City of LA Publishing Services providing the layout includes the GRVNC logo. Motion: Challis, Second: Ed, Vote 6-0-0.

8. NEW BUSINESS - OFFICE SUPPLIES:

MOTION: To approve up to \$500 for the purchase, upon request by committee chairs, of ink cartridges and paper for printing meeting handouts. Motion: Challis, Second: Ed, Vote: 6-0-0.

9. ADJOURN:

The meeting was adjourned at 10:45 am.