



Neighborhood Council Budget Advocates 2022-23 - Meeting #1
AGENDA

Saturday, July 9th, 2022 - 4:00 pm

Zoom Meeting: <https://us02web.zoom.us/j/86212103878>

Meeting ID: 862 1210 3878

- I. Welcome and Call to Order
- II. Roll Call (5 minutes)
- III. Approval of minutes from 2021-2022 meeting #21 June 6th, 2022 (5 minutes)
- IV. Public Comment on non-agenda items within subject matter jurisdiction (5 minutes)
- V. Introductions
 - A. Who are you, where are you from, what do you do, what do you like, what skills do you bring to the Budget Advocates? (1-2 minutes per person)
- VI. Discussion and possible action regarding reimbursement of \$261.49 to Jennifer Goodie for Zoom licenses for Budget Day
 - A. 10 licenses at \$19.99 each, extra storage at \$40, plus sales tax (receipt attached)
 1. We had to purchase 10 licenses because we needed features from the Standard Biz plan and there is a 10 license minimum for that plan
- VII. Election of NCBA officers for 2022-2023 term
 - A. Co-Chairs
 1. The Co-Chairs shall jointly have and equally share such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization and the Board or designate another person to do so; shall be, ex officio, a member of all committees; and shall perform such other duties as the Board may direct.
 - B. Vice Chair of Development
 1. The Vice Chair of Development shall be responsible for developing a training regimen for Budget Advocates, enforcing training requirements, overseeing trainings, mentoring Budget Advocates, relaying or

responding to requests, and handling meetings and events and other logistics in the absence of, or as requested by, the Co-Chairs.

C. Vice Chair of Outreach/Communications

1. The Vice Chair of Outreach/Communication shall oversee all social media, work with the CoChairs on outreach to media and stakeholders for events and press releases, supervise the website, checks that all links work and that all posts are up to date, oversee the newsletter committee, ensure that materials go out on a timely basis, and that agendas, draft/final minutes, Budget Advocate attendance records, and financial records are posted as soon as available

D. Treasurer

1. The Treasurer is charged with overseeing, managing, and reporting to the Board the financial position of funds contributed by Neighborhood Councils to the Budget Advocates and funds from the Department for the Budget Advocates. The Treasurer (a) ensures accurate and complete financial reporting (i.e., expended funds, available funds and committed funds not yet expended) to the Board at and provides a financial report to the Board in advance of the meeting; (b) creates and manages a fiscal year budget which is approved by the Board; (c) executes all Board approved expenditures; (d) acts as designated signatory for Board financial matters and related documents; (e) maintains all financial documents and information, including but not limited to bank card statements, invoices, receipts, and Board vote totals; (f) investigates and resolves any financial and operational matters, and keeps the Board apprised of actions taken and their resolution; (g) tracks and confirms funds contributed by Neighborhood Councils to the Budget Advocates; and (h) coordinates acknowledging and thanking Neighborhood Councils which contribute funds.

E. Parliamentarian

1. The Parliamentarian shall assist NCBA in the drafting and interpretation of bylaws and rules of order, run ad-hoc committees as needed to address bylaw changes, handle the procedural aspects of grievances, prepare and review bylaw updates, assist as needed with the planning and conduct of meetings, and work with the Co-Chairs on conduct and ethics issues as needed.

F. Administrative Secretary

1. The Administrative Secretary shall be responsible for establishing and maintaining on an ongoing basis the NCBA and Budget Representative contact rosters (and email lists) and will make sure such information is current and accurate. They will also maintain current information as to attendance at BA meetings and will be responsible for disseminating information required for effective preparation for Department and other meetings of the BAs. They will work with the Vice Chair of Outreach/Communication to make sure that current and accurate

information is being posted to the website, and will monitor Budget Advocates' compliance with ethics, funding, and Code of Conduct requirements. They will also perform the duties of the Secretary in the absence of the Secretary.

G. Corresponding (Recording) Secretary

1. The Corresponding Secretary shall ensure that minutes of Board actions and meetings are taken, or take them, and then review them for accuracy, distribute them to all Budget Advocates within three (3) calendar days of receipt of the draft minutes from the note-taker, send the draft minutes to the web host to post on the website and once they are approved at the following meeting, send the final approved minutes with any changes to the web host to post, and distribute digital and all other documents to the BAs as requested. The Secretary will also assist the Co-Chairs with meeting notices as needed, and perform such duties as customarily pertaining to the office.

VIII. Discussion and possible action regarding meeting schedule for 2022-2024 term

- A. Currently we meet the 1st Monday of each month at 7:00 pm and the 3rd Saturday of each month at 9:30 am

IX. Council File [11-1020-S3](#) (Jennifer Goodie)

1. Discussion and possible action regarding drafting a response to DONE's statement and sending to NCs
2. Discussion and possible action regarding the NC Budget Advocates filing an ethics complaint against Raquel Beltran
 - a) [Purpose of the City of Los Angeles Governmental Ethics Ordinance](#)
 - (1) To assure that individuals and interest groups in our society have a fair and equal opportunity to participate in the governmental process.
 - b) [Los Angeles Municipal Code Article 9.5 Section 49.5.5.A](#)
 - (1) City officials, agency employees, appointees awaiting confirmation by the City Council, and candidates for elected City office shall not misuse or attempt to misuse their positions or prospective positions to create or attempt to create a private advantage or disadvantage, financial or otherwise, for any person.
3. Update on CIS for NCs to submit regarding contributing funds to the NC Budget Advocates

X. Retreat

- A. When?

XI. Committee Reports

- A. Finance Committee (2 minutes)

1. FY 2021-2022 End of Year Financial Report pending

XII. Upcoming Meetings and Events

- A. BONC Monday, July 18th, 1:00 pm

B. BONC Monday, August 15th, 1:00 pm

C. Congress of Neighborhoods Saturday, September 24, 2022

XIII. Items for Future Meeting Agendas

XIV. Adjournment

Next meeting TBD

Join Zoom Meeting

<https://us02web.zoom.us/j/86212103878>

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