



Neighborhood Council Budget Advocates 2022-23 - Meeting #24 AGENDA
Special Meeting

Thursday June 29, 2023 - 7:00 p.m.

Zoom Meeting: <https://us02web.zoom.us/j/81654142487>

Meeting ID: 816 5414 2487

- I. Welcome and Call to Order
- II. Roll Call (5 minutes)
- III. Public Comment on non-agenda items within subject matter jurisdiction (5 minutes)
- IV. Announcements**
 - A. Announcements from DONE (John Darnell)
 - B. Vacancies, seeking Budget Advocates for the following regions – One each in regions 1, 7, 8, 10 and 12, and two each in regions 4, 5, 6, and 9
 1. Reach out to Co-Chairs and Parliamentarian
- V. Updates**
- VI. New Business**
 - A. Election of NCBA officers for 2023-2024 term
 1. Co-Chairs (2)
 - a) 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.
 2. Vice Chair of Development
 - a) 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.

3. Vice Chair of Outreach/Communications
 - a) 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
4. Treasurer
 - a) 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.
5. Parliamentarian
 - a) 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.
6. Administrative Secretary
 - a) 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.

7. Corresponding (Recording) Secretary

- a) 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.

VII. Old Business

VIII. Committee Reports

- A. Executive Committee
- B. Finance Committee
- C. Outreach Committee
- D. Bylaws Committee
- E. Training and Education Committee
- F. Ad Hoc Editing Committee
- G. Ad Hoc Restructuring Committee
- H. Ad Hoc Budget Day Committee

IX. Informational Items

- A. Controller Report Relative to Recommendations to more effectively Prepare the City of Los Angeles for Emergencies - [CF 22-1258](#)
- B. 1st Financial Status Report released - [CF 22-0600-S96](#)
- C. 2nd Financial Status Report released - [CF 22-0600-S99](#)
- D. [Controller's Revenue Forecast](#)
- E. 3rd Financial Status Report released - [CF 22-0600-S101](#)
- F. L.A. REPAIR Cohort 1 Program design and voting results. - [CF 21-1187](#)

X. Upcoming Meetings and Event

- A. LANCC Saturday July 1st, 2023 10:00 a.m.
- B. Budget Advocates Saturday July 15th, 2023 9:30 a.m.
- C. BONC Monday July 17th, 2023 1:00 p.m.

XI. Items for Future Meeting Agendas

- A. Email items to LABudgetAdvocates@gmail.com

XII. Adjournment

Next regular meeting July 15th, 2023 9:30 a.m.

Join Zoom Meeting

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+1 301 715 8592 US (Washington DC)

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