

## **Neighborhood Council Budget Advocates 2017/18 – Meeting #2 (revised)**

Felicia Mahood Senior Center, Room 2

11338 Santa Monica Blvd. West Los Angeles, CA 90025

*parking in the lot on Idaho and Corinth*

July 15, 2017 – 9 am to 1 pm

1. Call to order & Roll Call.
2. Public Comment (max: 10 minutes, 2 minutes/person).
3. Welcome and explanation of commitments – new guidelines for Budget Advocates old and new. (Re)Introductions (1 minute each): Name; NC; Council District(s); your strengths, skills and interests; which NCs in your region will you commit to as a Budget Advocate.
4. Circulate forms for BA business cards and City Hall parking passes.
5. Treasurer's report.
6. Motion to approve up to \$500.00 for Budget Advocate educational and organizational retreat for food, printed materials and other associated expenses.
7. Motion to approve up to \$125.00 per month (\$1,500.00 per annum) to pay The Mailroom or any other Budget Advocate Board approved vendor to maintain the ncbala.com website and keep current with all information submitted for posting
8. Motion to approve up to \$360.00 to pay The Mailroom for 36 Budget Advocate e-mail addresses at \$10.00 each provided by Go Daddy.
9. Motion to approve up to \$15.00 per month, \$180.00 per annum to pay The Mailroom for web hosting ncbala.com
10. Motion to approve up to \$4,000.00 per annum to pay staffing company for a professional note taker who will attend two regularly scheduled Budget Advocates meetings each month, record and edit meeting minutes, summarize discussions on agenda items, motions, vote counts, and sundry meetings information for future meetings.
11. Motion to approve up to \$650.00 to City of Los Angeles City Printing Services for business cards for each Budget Advocate
12. Motion to approve up to \$840.00 for an annual subscription to Constant Contact for Budget Advocate data base, surveys, and electronic newsletter.
13. Motion to approve up to \$1,500.00 for Budget Advocate administrative items and operational costs
14. Motion to approve up to \$2,500.00 for five Regional Budget Day meetings, date to be determined, for refreshments, materials, note takers, translation services and sundry expenses.
15. Motion to approve up to \$150.00 for a post office box rental to receive vendor invoices and miscellaneous mail.

16. Motion to approve up to \$7,000.00 for a fully functional video conferencing system.
17. Overview of City departments and those we consider priorities.
18. Discussion and scheduling of 'how to' training.
19. Team building exercise.
20. Rotating break-out sessions – Q&A between incoming Budget Advocates and those with experience on what to expect, who you can contact with questions and where you can find additional information, to whom are you responsible
21. Break-out sessions on issues brought up in the regional sessions on Budget Day including prioritizing importance and grouping of themes.
22. Discussion: What is our guiding force? What should the focus of the 2016/17 BAs be?
23. Discussion on how you are going to work most effectively with your region's NCs and Budget Reps.
24. Motion to contact the Mayor's budget staff to set up a meeting with the executive board to discuss our aims and concerns
25. Report and discussion on embedding Budget Advocates in the CAO's office.
26. Discussion and possible motion on setting meeting with departments to discuss vision and policy, options to embed in their budget process, etc.
27. Discussion and motion on scheduling of upcoming Budget Advocate meetings (address religious & secular holidays).
28. Discussion and implementation of a Marketing and Outreach plan – attracting involvement from outside the NC system through CityWatch, local papers, Councilmembers e-blasts, City departments, et al.
29. Motion to approve development of/funding for Brigitte's BA app
30. Conservation: paper printing policy – people responsible for their own materials unless they are not distributed prior to a meeting
31. New business.
32. Adjournment.