

**GREATER GRIFFITH
PARK NEIGHBORHOOD
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**GREATER GRIFFITH PARK
NEIGHBORHOOD COUNCIL**

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PARK NEIGHBORHOOD
COUNCIL**

PO Box 29122
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**GREATER GRIFFITH PARK NEIGHBORHOOD COUNCIL
BUDGET AND FINANCE COMMITTEE
MEETING MINUTES**

Wednesday, March 12, 2003 – 7:00 PM
Cal Fed Bank Building
Community Police Center
1965 Hillhurst Avenue
Los Angeles, CA 90027

1. Attendees: Kerry Hunnewell, Chair; Yvette Bryant; Mary Rodriguez
2. Done funding guidelines were reviewed and discussed
3. GGPNC budget formation and funding efforts to date were reviewed and discussed. It was announced that the preliminary budget and paperwork submitted to DONE was accepted and that we were expecting funding soon.
4. Discussed and developed policies and procedures for:
 - a. Budget formation - flow chart produced. To be distributed to the full council.
 - b. Budget reallocations - paperwork and approval requirements developed and documented. To be distributed to the full council.
 - c. Expenditures - paperwork and approval requirements developed and documented. It was noted that expenditures and financial committees were different enough to require different approval procedures. To be distributed to the full council.

- d. Mary moved and Yvette seconded the motion that all procedural documents be accepted and recommended to the full council for review and acceptance.

5. General discussion.

5. Adjourned.

Prepared by Yvette Bryant, March 17, 2003

PROCESS FOR RECONSIDERATION: The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: 1) Make a Motion for reconsideration and, if approved, 2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: 1) A Motion for Reconsideration on the described matter and 2) a [Proposed] Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.