



UNITED NEIGHBORHOODS OF THE HISTORIC ARLINGTON HEIGHTS, WEST ADAMS AND JEFFERSON PARK COMMUNITIES NEIGHBORHOOD COUNCIL

Our Voice • Our City • of Neighbors • by Neighbors • for Neighbors



UNNC Executive Committee Meeting

Thursday, August 29, 2013
Council District 10 Field Office
1819 S. Western Ave.
Los Angeles, CA 90006

MINUTES

(approved September 17, 2013)

CALL TO ORDER

Vice-President Billie Green opened the meeting at 2:35 p.m. A quorum was present.

Members present: Stevie Stern, Billie Green, Norman Gilmore.

Members absent: Fletcher Kauffman.

Additional UNNC board members present: None.

APPROVAL OF AGENDA

MOTION: Stevie Stern moved to approve the agenda as presented.

Norman Gilmore seconded.

Vote: Approved unanimously.

PUBLIC COMMENT

Norman Gilmore noted that the wireless antenna facility approved by UNNC has been built on the roof at Bob's Transmission.

EXECUTIVE COMMITTEE BUSINESS

- A. Approval of Operational Expense – purchase of Fujitsu ScanSnap IX500 Deluxe Bundle Scanner for \$525 plus shipping and tax – ACTION

Due to substantially increased financial documentation required by DONE starting this fiscal year, UNNC needs a document scanner to scan signed forms and reports for electronic submission to DONE. The scanner would be used by the UNNC Signatory, Jeff Camp, who holds the UNNC debit/purchase card and UNNC check writing access.

We will also use the scanner to scan materials submitted to the board at board meetings so that we can post them on the UNNC website.

The Fujitsu ScanSnap IX500 has the important ability to scan double sided documents at 25 pages per minute. It can detect double feeds as well. This scanner is one of the top selling



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document scanners on Amazon.

MOTION: Stevie Stern moved that UNNC purchase a Fujitsu ScanSnap IX500 Deluxe Bundle Scanner for up to \$525 plus shipping and tax.

Norman Gilmore seconded.

Vote: Approved unanimously.

- B. Approval of Operational Expense – purchase of Quickbooks Premier Industry Edition for up to \$375 along with purchase of reference books for Quickbooks plus shipping and tax – ACTION

Fletcher Kauffman, the UNNC Treasurer, previously informed Norman Gilmore that he would try using UNNC's existing copy of Quickbooks 2007 for the time being and see if that was sufficient for our needs. A newer, more advanced Quickbooks may be required for downloading bank statements in the future, as well as enable better reporting on expenses per project.

MOTION: Stevie Stern moved to allocate up to \$375 to purchase Quickbooks Premier Industry Edition and supporting manuals/books if the Treasurer deems the purchases necessary.

Norman Gilmore seconded.

Vote: Approved unanimously.

OLD BUSINESS

We will add some information to the funding request forms that project leaders must notify the President or Treasurer by March 1st if approved funds may not be spent by March 31st.

Norman Gilmore met with Hilary Lentini to get the website project back in gear. Everything is good to proceed.

Stevie Stern reported that Gus Harris, Jr. said the permits are in place for the Jefferson Park sign lighting project and the work will be completed in 45 days.

Norman Gilmore and Jeff Camp are meeting at FedEx Office to print 10 color 11x17 copies of Leslie Shaw Park materials for Park and Rec Chair Sandra Pruitt.

Norman Gilmore will order Marilyn Romero's business cards from GotPrint.

NEW BUSINESS

Stevie Stern contacted the city to ask about free bike safety classes in our neighborhood. Sunday September 27th there will be a 3 hour class on bike safety at CD10. People in 90018 will be given preference.

Safe Routes to Schools is coming up.

Meeting adjourned around 3:03 p.m.

Respectfully submitted,

Norman Gilmore

UNNC Secretary

August 29, 2013

Attachment: None.