



Help Guide the Future of West Hills  
**West Hills Neighborhood Council**

P.O. Box 4670, West Hills, CA 91308-4670



West Hills NC Budget Committee October 17, 2011 Minutes

The meeting was called to order by Jacqui Young at 6:30 p.m.

Attendance: Jacquie Young, Don Howell, Elliot Maggin, and Bob Brostoff

Elliot Maggin was appointed to the Budget Committee as a voting member by the Chair, Jacqui Young.

Discussion was held on the proposed annual budget of \$40,500 as recommended at the September Budget Committee meeting. Motion was made by Donn Howell to re-submit it without change. The motion was seconded by Elliot Maggin and was passed on a vote of 3-0.

Motion was made by Jacqui Young to approve a request from the Communications Committee to allocate up to \$35.00 for 2 cables for the existing WHNC wireless microphone system. Motion was passed by a vote of 3-0.

A request from the Communications Committee to purchase another wireless microphone system was presented by Bob Brostoff. After discussion Donn Howell made a motion to table the motion until after Barry Seibert is consulted. Elliot Maggin seconded the motion. The motion passed with a 3-0 vote.

A motion was made by Jacqui Young and seconded by Elliot Maggin to have the Budget Committee form a sub committee to evaluate and make recommendations regarding the Executive Director position for the 2012-2013 fiscal year. The motion was discussed and voted upon. The motion was passed by a vote of 3-0. A copy of the motion is attached to these minutes. Jacqui Young then appointed Elliot Maggin as chair of the sub committee. Mr. Maggin will select members for the committee.  
Meeting adjourned at 7:00 p.m.

Motion for Budget Committee:

I move that the Budget Committee form a subcommittee to evaluate and make recommendations to the WHNC Board regarding the WHNC position of Executive Director for the fiscal year of 2012-2013.

The subcommittee should address the following issues:

- How do other NC's handle their administrative tasks, ie: paid administrator, volunteers, or board officers
- How many hours do other NC's spend completing those tasks
- Specify which tasks are required for WHNC to operate efficiently
- How much time should be spent on each activity
- Who should perform those tasks, ie: volunteers, paid administrator, board officers
- If the recommendation is to hire someone to do this, the subcommittee should recommend a job description to the Budget Committee

Methods for making determinations:

- Survey several NC's around us
- Interview our current Executive Director
- Interview our president and our co-chair
- Interview 5 randomly selected board members

This evaluation should be completed by February 15, 2012 for presentation to the Budget Committee to discuss and take possible action on at its February monthly meeting.