

1. Call to Order

Neil K. Perl called the meeting to order at 1:34 p.m.

2. Attendees

Neil Perl, Treasurer
Pam Kramer, Secretary
Glen Wilson, VP Admin

3. Review Procedures for Evaluating Neighborhood Purpose Grant (NPG) Requests

a. Discuss DONE requirements

The treasurer discussed the DONE requirements for processing a NPG application.

- i. Conflict of Interest Laws Apply
- ii. Neighborhood Councils (NCs) must be in good Financial Standing. NWNC is in good Financial standing having been Audited through 2nd Quarter of Fiscal Year 2008-09 (31 December 2008) and having submitted its audit materials for the 1st Quarter of Fiscal Year 2009-10
- iii. The Public Purpose must be clearly demonstrated by the applicant.
- iv. The application must be evaluated using the DONE Proposal Evaluation Tool
- v. The results of the Evaluation must be presented to the Board and a Board Resolution must be approved.
- vi. All of the required paper work must be submitted to the DONE Project Coordinator for review and submission to the Neighborhood Council Funding Unit.
- vii. After the NPG is funded the NC is responsible for monitoring the project's progress and to file a report with DONE upon completion of the project

b. Discuss NWNC procedures for vetting and acceptance of requests

The treasurer discussed procedures established by the NWNC for processing NPG applications

- i. Upon receipt of the NPG application by the Northridge West Neighborhood Council (NWNC), the treasurer should review the application for completeness and request additional information from the applicant as needed for evaluation of the application and for submittal of the processed application to DONE.
- ii. At the next regularly scheduled meeting of the NWNC Board after receipt of the NPG application an ad hoc committee should be formed to evaluate the specific application prior to the following regularly scheduled meeting and the applicant should make a presentation to the Board at either meeting with said presentation itemized on the agenda.
- iii. The ad hoc committee should evaluate the proposal in accordance with DONE guidelines. Additional information from the applicant may be requested as needed for proper evaluation. The ad hoc committee should prepare a report for presentation at the Board meeting.
- iv. The agenda for the second regularly scheduled meeting after receipt of the NPG application should contain consideration of a motion to fund the application.

- v. If the funding is approved by the Board, the treasurer should expedite the filing of all the required paper work with the DONE Project Coordinator and work with DONE for the Funding of the NPG.
- vi. After the NPG has been funded, the treasurer is to periodically review progress of the project and file appropriate paperwork with DONE upon completion. The Treasurer shall report the findings of these reviews to the Board at least quarterly.

4. Evaluate the NPG proposal from Nobel Middle School submitted on November 24, 2009 and revised on December 1 and again on December 17, 2009 in the amount of \$4,516.40. The NPG is to fund the purchase of several items and services.

The materials pertaining to NPG Proposal from Nobel MS for the purchase of several items and services needed by the school were read and evaluated by the committee members. A long discussion was held evaluating Eligibility, Funding Priorities, Conflict of Interest and completing the Rating using the DONE Proposal Evaluation Form. The result of the evaluation presented on the attached form is the unanimous opinion of the attendees.

The Committee determined that, while the proposal has merit and the forms were adequately completed, the proposal lacked detail which might make the benefit more obvious and/or measurable, thus making the proposal more marketable to the NWNC Board.

Therefore, the ad hoc committee is recommending to Nobel MS that one or more administrators and/or instructors be present to clarify or make more tangible the benefit to students, teachers, parents, and hence the community at large, of granting the funding.

The attendees unanimously decided to recommend approval of the request by Nobel MS for funding of an NPG to purchase the following items or services.

- a. purchase of printers in the class rooms
- b. supplies for the printers
- c. upgrade of the computer program used by the teachers in recording grades attendance
- d. hosting of the schools website for another year

5. ADJOURNMENT

The meeting was adjourned at 2:43 p.m.

Neil K. Perl, Treasurer
Northridge West Neighborhood Council