

NORTH HILLS WEST NEIGHBORHOOD COUNCIL
EVENTS, OUTREACH & MARKETING COMMITTEE
SPECIAL JOINT BOARD MEETING draft minutes

Thursday, November 5, 2015 – 7 – 9 pm

Firestation 87 Meeting room, 10124 Balboa Blvd – North Hills CA - 91343

EVENT, OUTREACH & MARKETING COMMITTEE MEMBERS

Nancy Xander, Kathy Cryer, Helen Donovan, David Hyman, Mike Khalid

1. Welcome and Flag Salute & Roll call and announcement of quorum
Present: Xander, Cryer, Donovan, quorum is met at 7:10 PM (at 3 of 5)
Hyman arrived 7:15 PM (quorum 4 of 5)
Khalid arrived 7:17 PM (quorum 5 of 5)

2. General Public Comment-

3. Review and motion to approve outstanding Outreach meeting minutes.
October 1st meeting minutes approved as written: unanimous

4. Old Business

a. In depth review of our Community BBQ at the Valley Park Church
on October 10, 2015 from 4 to 8 PM

add/use fans in food tent

More volunteers working the actual event is desirable, vs less volunteers doing more work
Hydration critical

Big thank you to Maria from Van Nuys NC and Patrick Santos's family

Suitable frozen leftovers were donated to the Food Pantry @ Valley Park Church - VIC
Remaining bottled waters & chips can be used for the Funding College Future event on 11/19

This year we supplied bottled waters, no sodas, was well received
The simple menu worked well
Chocolate vs vanilla %, perhaps larger % of chocolate flat cakes

Overall the event is anticipated to come in under budget

Add lights in the portable toilets, via vendor

Instead of 4 to 8 PM, suggest try event time of 3 to 7 PM
Date of next years event: Sat Oct 8th or 15th ?

Locate DJ under a canopy further north of previous location ?

Earlier ramp up of planning for next event

Maintain some empty trash & recycle bins one hour past event end time for final cleanup

At strike, stack tables against trees, not against the fences

Verify Odessa & Monogram gates unlocked, attendee sign in tradeoff ?

Some of the round tables ended up placed in the sand area (for shade ?)

Add more close in temporary handicap parking

Dedicate several of the nearest tables for handicap

Estimate of attendance approximately 750 based on sequential roll tickets & sign in's

More sign in sheets to accommodate rush time arrivals

Framed certificate of appreciation to Naveem Bhardwaj at 7-11, who helped with both the BBQ and the General Board meeting(s)

Everyone had a good time, no complaints were received

b. Discussion and review of our current nhwnc.net website, constant contact e blast system etc.

Garry is currently experiencing difficulty with email, can read but not delete

Lengthy discussion without resolve, regarding email forwarding &/or merging

Discussion about website configuration of Committees

Instead of only a separate page for each Committee, perhaps a drill down chart
Easy access to agendas is desirable (least number of steps)

Bylaws are now on the main page via drop down menu

Add a Presidential Volunteer Service Awards section to site

Constant Contact: Combine / reduce, all the various lists into one, eblast template

Back end analytics access

Motion: Up to \$515. for additional website enhancements and time based requests

Nancy-David 2nd

Passed unanimous

c. Discussion regarding implementation of filling and delivering the NC welcome bags for new residents and businesses in the community. Who will compile the list of new names and addresses. What items and information to include and logistics of how to deliver the bags. Recent residential sales are listed in the Daily News. (Nancy)

d. Implementation of the President's Volunteer Service Awards program. (Kathy)
Helen agrees to use her office (street address needed vs p.o. box) to complete application

e. Discussion of events we have attended since the last Outreach meeting.

5. New Business

Motion: up to \$200.00 to buy a new NHWNC table covering with logo & current information.

Nancy-David 2nd, unanimous passed (5/5)

Motion: up to \$200.00 to buy a new NHWNC pull up stand banner with logo and current information.
Nancy-Helen 2nd, unanimous passed (5/5)

Discussion regarding writing and mailing the Westsider Newsletter in November, including election information as well as other newsworthy topics.

Discussion and possible motion up to \$500 to host our Christmas Holiday Party and Spark of Love Toy Drive at our General Board Meeting on December 17, 2015.
Nancy-Helen 2nd, unanimous passed (5/5)

6. Announcements and Board Comments

7. Adjourn at 10 PM