

# NORTH HILLS WEST

## NEIGHBORHOOD COUNCIL

### **Events, Marketing and Outreach Committee & Joint Board meeting draft minutes**

Date: Thursday, September 3, 2015 - 630 PM

Location: Helen Donovan Accounting Office, 16416 Parthenia Street - North Hills - 91343

#### EVENTS, MARKETING & OUTREACH COMMITTEE MEMBERS

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

All present and accounted for, quorum of 5 of 5 established at 630 PM

Meeting focus: discussion, organization, assignments, logistics regarding the upcoming North Hills West Neighborhood Council BBQ to be held at Valley Park Church in October 2015

1. Minutes from prior E,M&O Committee meetings reviewed and approved with corrections  
NX-DH 2nd  
December 04, 2015, February 5, 2015, June 4, 2015, July 1, 2015
2. Saturday Oct 10th is the chosen date for the Neighborhood Council BBQ, 4 PM start time, AM deliveries, including tables & chairs, food tent with setup, porta-potties, etc  
Utilize LADWP Special Event Services for recycling & trash services, including removal  
The venue is already committed for Sat Oct 17th  
Overall budget is currently \$7,000
3. Review of table and chair rentals, CD12 is utilizing a new vendor, decision is to "tag along" on their order of 20 tables and 200 chairs, with additional, plus food tent  
The 20 tables jointly utilized with Mid-Valley Library are in use on Sat Oct 10th with their book sale
4. Consolidate all eblast lists to Helen for sorting in preparation for integrating with Constant Contact  
Consideration to remove the current survey feature to add an RSVP function  
Kathy Cryer has offered to provide training for utilizing the service
5. Discussion about ordering shirts ( polo style ) for Board & volunteers for this and other events  
( qty 20 ? )  
Helen will submit research on vendors & pricing  
More Volunteers this time with perhaps advance signups would be helpful
6. North Hills East Neighborhood Council is planning on attending with both an Outreach table and Volunteers, NHE contact: Perla L.
7. Add NC meeting information to the next BBQ flyer  
9,000 flyers should be suitable for 7,000 addresses, providing extras for business to hand out to customers  
All local businesses are invited to participate & have a table to feature their specialties  
As well as Devonshire groups such as C-PAB, VST, Cadets, S.O.L.I.D., PALS, Neighborhood Watch's
8. Discussion regarding most reliable and cost effective method of distributing flyers  
Primarily because of inadequate Volunteer labor to hand distribute flyers last year  
Decision is to go with paid flyer mailing this year
9. Although the very successful DJ from last year is already engaged,

he will provided a trusted associate for event

10. A simpler food preparation & distribution scheme is planned for this year, including squeeze bottle condiments

Addition items discussed:

December 17th Christmas Holiday meeting to be a combination Pot Luck ?

Outreach Committee working in conjunction with the Rules & Elections Committee to forward the upcoming NC Election

Meeting adjourned at 920 PM

With much thanks to participants who have, and are, contributing a lot of time to the NC