



# NORTH HILLS WEST NEIGHBORHOOD COUNCIL

## Outreach Committee Meeting



Posted 72 hours prior to meeting - All Meetings are open to the Public

**Wednesday, September 28, 2016, from 7:00 - 9:30 pm**

**Fire Station 87 10124 Balboa Blvd, North Hills, CA 91343**

### COMMITTEE MEMBERS

**Sam Kwasman-Chair, Carol Hart, David Hyman, Kathy Cryer, Mike Khalid,  
Anita Goldbaum, Mary Armenteros, Maggie Elliot, Andrew Crawford**

**ALL AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION BY THE BOARD.  
PLEASE NOTE THE PRESIDING OFFICER OF THE BOARD MAY TAKE ITEMS OUT OF ORDER.  
ALL SPEAKER CARDS MUST BE SUBMITTED TO THE SECRETARY BEFORE THE MEETING BEGINS.**

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker.

- 1) Welcome and Pledge of Allegiance** **2 min**
- 2) Roll Call and announcement of Quorum and Voting Eligibility  
(Ethics, Funding and Code of Conduct)** **2 min**
- 3) Chairs Comments-Announcements** **2 min**
- 4) Public Agency Speakers and Announcements – None**
- 5) General Public Comments –2 minutes per Speaker** **10 min**  
The public may provide comments to the Board on non-agenda items within the Board's subject matter Jurisdiction , However, please note that under the Brown Act, the Board is prevented from acting on the Issue you bring to its attention until the matter is agendized for discussion at a future public meeting
- 6) Speaker: Dave Brown, Secretary- Website Presentation** **45 min max**  
Full overview of all aspects, functions and maintenance. What Wendy Moore does, what Dave does. What other trained volunteers would be able to do to spread the responsibilities, and possibly expand/activate other communication mediums, ie Facebook,
  - a) Questions, suggestions, what changes would you like to see with format, layout, tabs, wording?
  - b) Discussion and possible motion to pay for training with Wendy Moore, for Carol, Kathy, Maggie, others. 4-5 hrs?@ \$105 per hr. and one time modifications to the website approx. \$\$\$????
  - c) Refreshment for those taking the training class approx.?
  - d) Discussion and possible motion to pay for website service for July and August invoices, and set monthly recurring expense for budget.
- 7) Review and approval of Outreach meeting minutes for 6/28/16,** **10 min**  
**Review and approval of Outreach meeting minutes for 9/1/16**
- 8) Valley Disaster Preparedness Fair** **10 min**

- a) Staffing of booth, promo items, brochures, flyers, other items.
- b) No sign-in for non-NHW stakeholders, give away promo item, refer them to their NC table.
- c) Final Constant Comment e-blast to stakeholders, with this agenda?
- d) **Hi Neighbor! Letter packet for NHW stakeholders ONLY who visit our booth.**
- e) per Dave B. SCPF will be sorting registration emails by NC and sending them to the their NC for follow up.

**9) Discussion of October GBM & Halloween Trick & Treat theme. 10 min**

**10) Discussion and possible motion to rent a Storage Unit temporarily for 3-4 months. 10 min**

Consolidate Outreach Inventory and possibly other NC items in one location, for easier access by 4-5 board members, (approved by board) when Outreach/other items are needed for Events and projects. This is until permanent storage arrangements can be completed. Approx. cost \$300. Subject to approval by DONE

**11) Discussion and possible motion to purchase 2-3 plastic tubs/wheeled carts w/lids. 10 min**

From office supply to transport Outreach items and literature when needed for events and projects, approx cost \$100

**12) Discussion and possible motion for funding of December Holiday Party, Christmas, Hanukkah, Kwanzaa? 20 min**

- a) Interfaith, Multicultural Celebration
- b) funding for Ham - Turkey dinner, side orders from local market approx. ?
- c) possible funding to provide 2 paid servers, approx. ?
- d) decorated Holiday Table Contest, 1st, 2nd 3rd prizes for volunteers who provide decorations
- e) Multicultural/ or Ethnical pot luck desserts.

**13) Update on: Welcome Wagon Program; 10 min**

- a) Logo'd pads and return address labels, 200 printed (tri-folded) letters, "Hi Neighbor !" green stamp, strip labels with correct website add. [www.nhwnc.net](http://www.nhwnc.net) for brochures, have been ordered.
- b) There is a problem with the Bank CC, we may not be able to purchase some office supply items needed unless a board member is willing to pay for and get reimbursed, ie envelopes, postage to mail Welcome letters.
- c) WW letter to school, Principal of Gledhill, sent VDP Fair flyer, letter and request to send to students parents. See ltr.

**14) Committee Member's Comments: (1 min ea.) 8 min**

**15) Future Agenda Items 2 min**

**16) Motion to Adjourn**

The North Hills West Neighborhood Council Agenda is posted for public review at the following North Hills West locations: Uncle Joe's Donuts - 8704 Woodley Avenue and on our website at [www.nhwnc.net](http://www.nhwnc.net)

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a "Speaker Card" to address the Board on any item on the Agenda PRIOR to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments on other matters, not appearing on the Agenda that are within the Board's subject matter jurisdiction, will be heard during the Public Comment on Non-Agended Items period.

THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Dan Gibson, Board President, via email at [dgibson.nhwnc@gmail.com](mailto:dgibson.nhwnc@gmail.com) or by phone 818-809-9158

RECONSIDERATION PROCESS - Reconsideration of a vote by the Board may be called as a Motion by the Board members that voted on the prevailing side of the decision.

GRIEVANCE PROCESS - A stakeholder or group of stakeholders may present a grievance concerning the legality of actions by the Board during public comment. Substantive grievances will be examined by a panel set by the Board and the decisions may be appealed to the Department of Neighborhood Empowerment.

PUBLIC ACCESS OF RECORDS - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda please contact Dan Gibson, Board President, via email at [dgibson.nhwnc@gmail.com](mailto:dgibson.nhwnc@gmail.com), by phone 818-809-9158 or mail to NHWNC – PO Box 2091 – North Hills – CA – 91393.

NHWNC BYLAWS - Please be advised that the Bylaws of the North Hills West Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the Bylaws are available during every meeting.

*SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR AL CONCEJO VECINAL 3 DÍAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR CONTACTE A DAN GIBSON, PRESIDENTE DE LA MESA, POR EMAIL A [dgibson.nhwnc@gmail.com](mailto:dgibson.nhwnc@gmail.com) O POR TELEFONO 818-809-9158.*

**Please Do Not Remove Before September 2, 2016**