



# NORTH HILLS WEST NEIGHBORHOOD COUNCIL

## Outreach Committee Meeting



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

**Thursday, November 3, 2016, from 7:30 - 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.

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|---|---------------|
| <b>1) Welcome and Pledge of Allegiance</b>  | <b>2 min</b>  |
| <b>2) Roll Call and announcement of Quorum and Voting Eligibility<br/>(Ethics, Funding and Code of Conduct)</b>   | <b>2 min</b>  |
| <b>3) Chairs Comments-Announcements</b>   | <b>2 min</b>  |
| <b>4) Speakers: Denyse Selenick- City Watch Contributor-Event Planner<br/>former Tarzana Board Member, Outreach/Election Outreach Chair</b>   | <b>10 min</b> |
| <b>5) General Public Comments –2 minutes per Speaker</b><br>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 | <b>10 min</b> |
| <b>7) Review and approval of Outreach meeting minutes for 9/28/16</b>   | <b>5 min</b>  |
| <b>8) Discussion and possible motion for funding of Dec.15, Holiday Party</b>   | <b>20 min</b> |
| a) Theme- Multi Cultural  |               |
| b) Cost of ordering trays of main/side dishes, vs. ordering ready made from Markets   |               |
| c) Pot luck desserts- sign up Nov. meeting  |               |
| d) Table decorating contest   |               |
| e) Estimate of attendees, flyers, post card mailer, e-blast Constant Comment  |               |
| f) Entertainment,   |               |
| <b>9) Discussion and possible motion for funding of 1st Annual OPEN HOUSE-February 2017</b>   | <b>20 min</b> |
| a) Date, time, location, large venue, possible 100 or more attendees.   |               |
| b) Food, full meal, appetizers  |               |
| c) Main theme of event, what activities, stakeholder involvement do we what to promote?   |               |

- d) Speakers, Englander, Nazarian, Grayce Liu, other City Depts
- e) Welcome Wagon Bag give aways + promo items
- f) Sign in sheets, must have staffed table, **we write in contact info**
- g) Total cost estimate

**10) Discussion and possible motion to revise Outreach Budget Categories- \$5000 Additional Funds, some categories are or will be OD, Update on Status** **15 min**

- a) Advertising \$1000 budget- Pens -2017 Calendar- \$1000 add'l funds- Mary
- b) Events- \$8000-OK- Sam, Anita
- c) Meetings/Refreshments-\$4000-OK
- d) Newsletter- \$5000- David H, Mike K - update Fall/Winter Westsider?
- e) Website expense will exceed \$2000 budget- update-Carol H, Kathy C

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

- a) 50 WW letters for board members & stakeholders to invite neighbors to meeting-Comm. Reports tabled, not distributed.
- b) WW letter to new Homeowners to be printed, stuffed & mailed-may need help
- c) Suggestions on WW letters to Schools

**12) Discussion re: Outreach efforts with other Committees:** **10 min**

- a) Beautification & Infrastructure- Murals
- b) Emergency Preparedness & Public Safety
- c) Land Use
- d) Committee meetings must be held to determine projects we can assist with Outreach
- f) Joint Board/Committees Meeting Dec. to discuss joint projects

**13) Discussion on scheduling the postponed Board Retreat to January 2017** **10 min**

- a) The Board approved a \$750 budget for the event.
- b) Venue, date, 1/2 day, Sat AM 9-1, breakfast menu, catered.
- c) Topics for education and training, suggestions

**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-Agendized 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 November 4, 2016**