



LEGALLY REQUIRED OFFICIAL POSTING
PLEASE DO NOT REMOVE UNTIL AFTER BELOW DATE AND TIME

North Hills West Neighborhood Council

SPECIAL JOINT Committee Meeting (Events, Marketing, & Outreach and Rules & Elections)

Agenda shall be Posted 72 Hours Prior to Meeting - All Meetings are open to the Public

Thursday November 8th, 2018 (5:30-8:00 PM)

Mid-Valley Regional Branch Library @ 16244 NORDHOFF STREET NORTH HILLS, CA 91343

Events, Outreach & Marketing Committee Members

Sam Kwasman - Chair, Carol Hart - Co-Chair, David Hyman, Kathy Cryer, Anita Goldbaum

Rules & Elections Committee Members

Punam Gohel - Chair, Jay Beeber, Dave Brown

All agenda items are subject to discussion and possible action.

Please note the presiding officers of either committee may take items out of order.

All speaker cards must be submitted to before the meeting begins.

The public is requested to fill out a "Speaker Card" to address the Committees on any agenda item before the Board takes action. In the interest of time, Public comment is limited to 1 minute per speaker, but Committee Chairs have the discretion to modify the amount of time for any speaker.

Supporting documents available on our website at: www.nhwnc.net

ALL AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION BY THE COMMITTEES

PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (Public Comments Limited to 1 Minute Only) The public may provide comments on non-agenda items within either Committee's subject matter jurisdiction. Please note that under the Brown Act, we are prevented from acting on the issue you bring to our attention until the matter is agendized for discussion at a future public meeting.

1. **Call Meeting to Order** - Chairs
2. **Committee Member Roll Call** to Establish Quorum - Chairs
3. **Public Agency Speakers and Announcements**
4. **General Public Comments** - limited to 1 minute per speaker
5. **Previous Meeting Minutes** - Review and possible approval of previous meeting minutes, if available.
6. **Annual Holiday Party** - Discussion and possible motion to approve an Outreach committee recommendation to the NHWNC Board concerning Annual Holiday Party shopping & projected expenditures.
7. **Discussion about Newsletter** (Purpose is to inform the Stakeholders of events and issues taking place here.

A. Discuss pricing provided for 4 page newsletter, what quantity, each vendor's tiered pricing.

8. **Business Stakeholders** - Discussion concerning how to get Business Stakeholders involved in our Council.

9. **Purchase of self-adhesive labels** - Discussion and possible motion to approve committee recommendation to the NHWNC Board to approve purchase of NHWNC labels needed for the Club and all promotional items

10. **Clean Streets-Clean Starts Community Clean-ups** - Don Larson recommends follow-up with **Art Contest** to involve **James Monroe High School** youth in an effort to instill within them a sense of pride in our community.

11. Election Outreach

A. Identify local organizations interested in hosting workshops (local library, churches, clubs, etc.)

1. Stephen Box and his Communications team will make presentations and provide information.
 - a. Describe the work that NC's do along with details on board member duties
 - b. Explain how to run for a seat on your local Neighborhood Council
 - c. Address 'Quality of Life', Planning & Land Use issues, etc., in their neighborhoods.

12. **Election Preparations** - Discuss recommended next steps in lead-up to NC election. (Provided by DONE)

A. Elections Timeline:

1. Activate Election Committee
2. Activate Outreach Committee
 - a. (These might be combined into a dedicated ad hoc Elections Committee.)
3. Establish Election Budget (typically minimum of 10% of annual budget)
4. Review 2019 NC NHW Election
5. Set a Goal for Candidates
6. Set a Goal for Voters
7. Organize Outreach Strategy
8. Recruit Volunteers
9. Recruit Candidates
10. Recruit Voters
11. Tell Your Story

B. Review the Stipulation Sheet that we submitted

1. Including translation(s)
2. Food & beverage like Muddy's, etc.
3. Social Media leverage: Nextdoor.com, Facebook, Twitter, etc.

C. Discussion of resources available through DONE. We have access to the free *Canva* program for drag & drop photo editing and graphic design: [canva.com](https://www.canva.com)

D. Additional features which may be added to our NHWNC website. All the basic functions are operational; we can easily add functions like Outreach surveys (along with Nextdoor.com.) A dedicated Elections section may be added if desired (to be figured out.)

E. We may also, relatively cheaply, send a digital newsletter (monthly?) to our subscriber base Dave will dig up the specific numbers, last count around 2K Constant Contact, 1,600 Nextdoor.com (some overlap of course)

13. **Motion to Adjourn** - [ideally prior to 7:45 pm]

Note: As this venue closes earlier than others, all of the above items will be discussed as time permits, allowing time for stakeholder comment and questions. Some items may be postponed at the discretion of the Committee Chairs.

North Hills West Neighborhood Council & Committee Agendas are posted for public review at Uncle Joe's Donuts - 8704 Woodley - North Hills CA 91343 and posted on the NHWNC website 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 period.

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 or services, may be provided upon request. If you require language services translation services and to ensure availability of services, please make your requests at least three (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 or by phone 818-903-2259.

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 preset 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 its meetings, may be viewed at the board meeting. Documents may also be reviewed by going to the Board's website www.nhwnc.net.

In addition, if you would like a copy of any record related to an item on the agenda please contact Board Secretary Dave Brown at secretary@nhwnc.net by phone 818-903-2259 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.

In compliance with 'government code section 5497.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting may be obtained from the Department of Neighborhood Empowerment by contacting 213-978-1551 or NCsupport@lacity.org.

For More Information About The NHWNC Please Call - 818-903-2259- Or Send Mail To PO Box 2091 - North Hills CA 91393-2091. We look forward to hearing from you!

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 O POR TELEFONO 818- 903-2259.

Please Do Not Remove Before November 9, 2018