



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND SPECIAL EVENTS COMMITTEE ONLINE AND TELEPHONIC SPECIAL MEETING AGENDA

Saturday, June 13, 2020 10:00 AM

This meeting will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

To attend online via Zoom Webinar, click on link or paste link into your browser:

<https://zoom.us/j/98686075678>

To call in by phone, dial **(669) 900-6833**, then punch in this Webinar code when prompted: Meeting ID: 986 8607 5678 #

This meeting is open to the public. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

1. Call To Order & Establish a Quorum
2. Approve Minutes of Mar 10, 2020 meeting
3. Comments From the Co-Chairs
4. Discussion and possible action on the Special Events Committee Budget for 2020-2021
5. Discussion and possible action on the Spring event at Orcutt Ranch
6. General Public Comments
7. Adjourn Meeting

Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, city law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Posting of Agendas: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.

The Americans 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 three business days (72 hours) prior to the meeting you wish to attend by contacting the WHNC’s executive director via email at Michelle.Ritchie@westhillsnc.org If you are hearing impaired please call 711.

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 meeting where such writing was considered or by contacting the WHNC’s executive director via email at Michelle.Ritchie@westhillsnc.org Requests can be made for a copy of a record related to an item on the agenda.

Reconsideration and Grievance Process: For information on the WHNC’s process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, www.WestHillsNC.org.



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT SPECIAL EVENTS COMMITTEE/BOARD MEETING MINUTES

Tuesday, March 10, 2020 @ 7:30 P.M.

**Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304**

DRAFT

Committee Chair Steve Randall called the meeting to order at 8:12 PM.

Committee members in attendance were: Myrl Schreiber, Steve Randall, Char Rothstein, Aida Akbarians, Faye Barta and Tony Scarce. Saif Mogri was unable to attend. A quorum was established. Other board member present was Bonnie Klea.

November 12, 2019 minutes were approved. February 11, 2020 minutes were approved as amended.

Steve Randall opened the meeting with a discussion about the Valentine's Day Senior Dinner Dance event. The event was discussed in detail. Steve stated that the RSVP system went well. Faye reported that it was difficult to process so many guests arriving at the same time. It was suggested that we have more than one table next time with the alphabet divided so more staff could process the attendees. Faye stated that the two ticket format was difficult.

Everyone seemed to be pleased with the decorations, and everyone thought the DJ was fantastic. Everyone felt that the venue worked extremely well, but would prefer a room with a lower ceiling and more ambiance. The long food lines were a problem. To alleviate that, Steve suggested that next year we hire a catering company such as Lets Have a Cart Party, which he had used for another event this past September. That would provide several lines for the different foods. Myrl noted that he had also used that company and that he thought they were great. Everyone felt that the raffles went very well and were loved by the attendees.

It was decided that the budget for next year's Valentine's Day event be increased to \$3,500 assuming that the food would be paid for by CD12.

Myrl suggested that we do one more event such as an art and music festival before the end of this fiscal year. However, after discussion it was decided that due to the Corona Virus, we should not plan another event at this time.

Steve adjourned the meeting at 8:50 PM.

The next meeting of this committee is to be April 14, 2020 at 7:30 PM.

SPECIAL EVENTS COMMITTEE BUDGET REQUEST FOR 2020-2021

EVENT	PROPOSED BUDGET	PROPOSED EVENT DATES	LOCATION
2nd Annual Halloween House on Display		October 23-25- 2020	West Hills Community
Print Promotion for Event	\$375.00		
Postage and Mailing	\$100.00		
Certificates	\$175.00		
Merchandising Promotion for event	\$400.00		
TOTAL	\$1,050.00		
2nd Annual Valentine's Senior Dance		February 14- 2021	TBD
Food	\$1,000.00		
DJ	\$400.00		
Venue	\$300.00		
Tableware	\$325.00		
Decorations	\$250.00		
Insurance	\$225.00		
TOTAL	\$2,500.00		
West Hills Spring Art and Dance Festival		May 22 or 23 - 2021	Orcutt Ranch Park
Print Promotion for Event	\$400.00		
Dance Floor	\$200.00		
Insurance	\$300.00		
DJ with PA system	\$400.00		
Facility Rental	\$2,000.00		
Pop Ups	\$0.00		
Decoration	\$650.00		
TOTAL	\$3,950.00		
GRAND TOTAL	\$7,500.00		