



CITY OF
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WEST HILLS NEIGHBORHOOD COUNCIL

Special Events Committee Meeting Minutes

Thursday, December 14, 2023 @ 7:00 p.m.

Chaminade College Preparatory – Condon Center 2nd Floor

23241 W. Cohasset Street

West Hills, CA 91304

Chair Miriam Schimmel called the meeting to order at 7:06 pm.

Quorum was established.

In attendance: Committee Members Miriam Schimmel, Aida Abkarians, Faye Barta, Glenn Jennings, Char Rothstein, Carolyn Poppert, Myrl Schreiberman, Steve Randall. Other Board Members: Brad Vanderhoof.

Carolyn Poppert officially joined the Special Events Committee as a member.

The November meeting minutes were reviewed, amended and approved. It was requested and noted that committee members be referred to by their first names in the minutes.

Comments from the Chair: Miriam acknowledged the creation and history of the committee by Myrl and Steve (Randall) and expressed enthusiasm about continuing its legacy as a cohesive group and encouraged everyone present to work together to continue the committee's great work.

Item #4: Senior Valentine's Day Dinner Dance

Glenn reported that he contacted and booked "Brian" who is the DJ from last year's dance. He anticipated receiving the contract soon via email from Janna at Entertainment Express Inc. There was a discussion regarding the location of the DJ and his speakers. Carolyn opined that last year's set up was not optimal. Myrl opined that the DJ is a pro and we should not tell him what to do vis-à-vis how and where he sets up his equipment.

There was a discussion about whether the event had an official age limit. Some thought last year's dance had an age limit, but Steve clarified that the event cannot be limited by age. The only permissible limitation is to require that attendees be residents of the city of Los Angeles.

Steve opined that Councilmembers should attend and/or help out at the dance. Glenn agreed.

RSVP/Registration: There was a discussion of the RSVP process and how it was set up so people could RSVP through the WHNC website or via a telephone number. Steve had created a spreadsheet for last year's attendees who RSVP'd. Miriam indicated we would do the same thing this year. The committee discussed when to open

the RSVP process and it was indicated that it cannot be opened until after the city approves the event, which last year was only two weeks prior to the event.

Marketing: The group agreed that a flyer should be created. Glenn offered to distribute/post the flyers around West Hills. Steve said he would circulate prior year's flyers but didn't want to create this year's flyer. Aida thinks that Saif can assist with the flyers, and Carolyn also offered to help.

Catering: Steve said he would send the past years' catering information in his possession. Char & Aida mentioned they got cakes from Costco last year, and that they would handle the catering needs for this year. Char explained that the money used to pay for catering needed to come through a 501(c)(3) entity and that CD12 uses certain specific restaurants who are pre-approved payees for city events.

Raffle Items: Ideas mentioned for sources for items were: Rock Paradise, Dodger tickets, Walter's Cookies, West Hills Pizza, Arthur Murray, various gift cards provided by Fairwinds, Rams gear, Olive & Fig, Nothing Bundt Cakes, and Sugar Box Donuts.

Event is slated for 7pm to 9:30pm with doors to open at 6:30 for check-in.

Glenn offered to secure ROTC volunteers to assist with decorating/set-up and clean-up.

Things we need to know:

- The number of tables available in the Bob Hope Center
- Whether Chaminade will do any portion of the set up
- The availability of the room for access to set up and clean-up

Item #5: Active Shooter Event

Miriam indicated that an insurance quote was obtained and provided to Carolyn.

Miriam advised that the event is to be on the Board's January agenda for approval.

There was a discussion that snacks were needed and Smart & Final would be a good place to obtain items that come individually wrapped.

Item #6: Discussion and Possible Action for Changes to the Special Events Committee Operating Rules was tabled.

Item #7: Public Comment – There was no public comment.

Next meeting: TBD