



CITY OF
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WEST HILLS NEIGHBORHOOD COUNCIL

Special Events Committee Meeting Minutes

Monday, January 8, 2024 @ 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 7:12 pm.

Quorum was established.

In attendance: Committee Members Miriam Schimmel, Aida Abkarians, Faye Barta, Glenn Jennings, Char Rothstein, Carolyn Poppert, and Saif Mogri. Other Board Members: Brad Vanderhoof.

The December meeting minutes were reviewed, amended and approved.

Item #3: Comments from the Chair: Miriam acknowledged indicated that the information to request a Zoom link for any meeting is provided on the Agenda for each meeting, as well as on the Council's website, and any timely request made for a Zoom link will be honored, but the link will not be provided at meetings absent a proper, timely request.

Item #4: Senior Valentine's Day Dinner Dance

Glenn and Miriam reported that they visited the dance location at Chaminade and met with Chaminade's liaison, Roxy Todd. The following information was obtained:

- (1) The room will be accessible beginning at 4pm;
- (2) There is no need to cover or protect the flooring;
- (3) The tables will be left down/out by the school so we will not need to bring them out and set them up; rather, we will only need to position them wherever we desire them to be located;
- (4) Roxy provided a pdf map we can use and provide to guests who RSVP for the event showing them where the dance will be and where parking is permitted;

Char reported that CD12 offered to have us cater the dance from a restaurant with which they already have an establish payment method so that we do not have to do anything to get the restaurant paid. John Lee is providing \$2,000 for catering at the event. Los Toros suggested that they deliver, set up and serve the food and food will be provided for 200 people. Char and/or Aida will ask Los Toros whether they can provide lemonade and coffee. Sponsors for the event will receive a certificate thanking them for their participation and support. The quote from the restaurant will be obtained from Los Toros and sent to Carolyn.

Advertising: A flyer will be created to advertise the event and provide the date, time, location, identify CD 12 and John Lee as the host and convey that the event is free and dinner will be provided. Alejandro was called to

see if he can assist in the design of the flyer. Saif and Carolyn did great mock-ups of a flyer. Saif will work with Alejandro to finalize the flyer.

RSVPs: Saif will create a gmail address to which RSVPs will be sent/received. The group discussed whether attendance should be capped at 180 in order to be able to provide dinners for the ROTC volunteers, the special guests and any of the sponsors who attend. Aida will create a special guest list to be used to determine the number at which we should cap RSVPs. She estimates that about 25 people will be listed as invited and special guests.

DJ: Glenn indicated he would send the DJ quote to Carolyn to send to the city.

Char and Aida confirmed that all documents that needed to be submitted to the city had been submitted and that Carolyn would follow up regarding the approval process.

Volunteers: Last year there were two shifts (set up and break down) and we had 12-15 total volunteers. Glenn will ask for 15 volunteers this year from El Camino. The majority of the committee members agreed that the volunteers should receive dinner.

Item #5: Active Shooter Event

Miriam indicated that this is now on the February Board agenda for consideration and approval after it was inadvertently left off of January's agenda.

Item #6: There was a discussion regarding the Special Events Committee Operating Rules and whether stakeholders should continue to have voting rights. Brad Vanderhoof confirmed that the bylaws do not require it. The committee did not take any action on this issue.

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

Next meeting: February 6, 2024