

IT'S OUR NEIGHBORHOOD. LET'S BUILD A COMMUNITY.



## West Hills Neighborhood Council

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### Communication Committee/Joint Board Meeting Agenda

**November 10, 2016 - 7:30 p.m.**

**West Hills Hospital, first floor conference room  
7300 Medical Center Drive, West Hills, CA 91307**

This meeting is open to the public. Doors open at 7:20 p.m. Those who wish to speak during the meeting may be asked to complete a Speaker Card. 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
2. Sign-in to establish quorum
3. Review October 10, 2016 minutes
4. Comments from the Co-chairs
5. Public Comment
6. Discussion and possible action on sending unfunded FY 16-17 budget requests to the budget committee with the request they be funded by additional \$5,000 received from the City Council.
  - a. \$1000 for 1 pop-up with logo's
7. Discussion & Possible action re Outreach materials possessed by Communications Committee members
8. Outreach Work Group Report
  - a. A-Frame Update - Reeyan
  - b. Brochures Update – Michael or Dan
  - c. Candidates Night Report – Steve or Brad
  - d. E-Newsletter Report – Michael or Dan
  - e. Fall Fest Update – Ed or Aida
  - f. Polo Shirt update – Steve
9. Website Work Group Report
  - a. Discussion re next website training for Committee Chairs
  - b. Metrics
10. Social Media Work Group Report
  - a. Metrics
11. Discussion & Possible Action re Social Media Policy
12. Additional Business
13. Adjournment

**Public Input:** The public is requested to fill out a Speaker Card to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Board.

**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](http://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](http://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](mailto:Michelle.Ritchie@westhillsnc.org).

**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](mailto: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](http://www.WestHillsNC.org).

**Servicios De Traduccion:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org).