CITY OF
LOS ANGELES
CALIFORNIA

WEST HILLS
NEIGHBORHOOD COUNCIL

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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD / COMMUNICATION & OUTREACH COMMITTEE

MEETING MINUTES|
May 11, 2017
CHAMINDAE HIGH SCHOOL, WEST HILLS

Those in attendance were: Simone Best, Reeyan Raynes, Steve Randall, Tom Booth, Dan Brin, Tony Brosamle, Alec Uzemeck, Ron Sobel, Bob Brostoff, Brad Vanderhoof, and Michael Teitelbaum
Non-committee member in attendance was Dave Brown

Committee Co-Chair Simone Best called the meeting to order at 7:45 PM. A quorum was established.

Numbers refer to agenda items:

3. Review and approval of 4/20/17 minutes – change was made to add "Reeyan Raynes & Simone Best" to the sentence regarding meeting adjournment. Change was made to add "Special Meeting" to the header of the draft minutes. Multiple changes were made to reword agenda item number three. Reeyan made a motion to approve the minutes as amended, Michael seconded. Minutes were approved unanimously.

4. Co-Chair Comments: Co-Chair Michael Teitelbaum stated that Spring Fest was a huge succuss and mentioned that the NC has received great press in multiple publications including Driven World Magazine.

5. No public comments

6. Presentation of Wi-Fi Hotspot – Michael gave a basic demonstration on how the Wifi hot -spot works. He stated that minutes expire after 90 days of purchase. Michael added that password changeability is available. Dave Brown asked how minute upload works. Michael mentioned that the present Wifi hot-spot is a non-contract system.

7. Establishment of Wi-Fi Hotspot Procedure – Michael said that the hot-spot could be used to live-stream. Tony proposed that an exact procedure be made in order to ensure the hotspot is available at committee and board meetings. Michael stated that a procedure could include committee chairs contacting the Communications & Outreach Committee for requests to use the hot-spot. Tony said that there should be pre-identified committees that use large amount of data such as Communications & Outreach Committee to Zoning & Planning Committee that should have access to the hot-spot. The committee agreed that the device must be used for NC business only. Steve Randall was assigned to be the "gate-keeper" for the hot-spot. Tony mentioned that minute usage should be listed in order to determine the Communications & Outreach Committee FY 17-18 budget. Signup sheet was proposed to log data usage

and recent password used. No official vote was taken.

8. Discussion on FY 17-18 – the draft Communications & Outreach Committee's FY 17-18 budget proposed a $11,132 operating budget. Simone Best mentioned some guidelines that should be used for cost calculation of the operating budget. Reeyan made a informal request to have the "assumptions" portion of the budget removed, the request was accepted. After further discussion regarding line items listed on the budget, the final proposal was reduced to $9,800.

9. Customized Artwork from EmpowerLA – Reeyan explained that EmpowerLA was offering free artwork design for outreach purposes. After further discussion Reeyan will reach out to EmpowerLA for artwork design.

10. Discussion re Transition of Website & Social Media Administration – Reeyan will work with the Communications & Outreach Committee and will provide the committee with an itemized list of functions and jobs he performs for the committee.

11. Audio Equipment for City Salvaging – the item was withdrawn

12. Live Streaming of WHNC events, forums, and presentations – Tony proposed that prior to streaming, a test should be made to see how system works. Simone made a motion to test a live recording of a WHNC event, forum, and presentation. The motion was amended to state that the test would be conducted at the June board meeting. Motion was seconded by Reeyan. The motion was approved unanimously.

13. Community Photo Brochure – Dan discussed the May 14th planned community photograph at the base Castle Peak. After the photo is taken, it will be added to the brochure and will be then sent to the printer for printing

14. Signage for A-frame – tabled to June committee meeting

15. Outreach Work Group Report - tabled June committee meeting

16. Social Media Work Group Report – tabled June committee meeting

17. Website Work Group Report – tabled June committee meeting

Meeting adjourned by Co-Chairs Reeyan Raynes, Michael Teitelbaum and Simone Best at 9:57pm

The next meeting of this committee is on Thursday, June 8, 2017 at 7:30 PM, Chaminade High School Condon Center, second floor conference room.

Approved 7 13 17