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WEST HILLS NEIGHBORHOOD COUNCIL

Joint Board and Communications and Outreach Committee Minutes of the 8/10/17 meeting

Approved as amended 9/18/17

1. Call to order by Simone Best at 7:32pm
2. Sign-in to establish quorum
Voting members present: Simone Best, Thomas Booth, Anthony Brosamle, Bob Brostoff, Reeyan Raynes, Steve Randall, Myrl Schreibman (at 7:40p.m.) Ron Sobel., Alec Uzemeck, and Brad Vanderhoof. Voting members absent, Dan Brin, Michael Teitelbaum. Board members present Marge Brown. Stakeholders present Ivan Blume.
3. The 7/13/17 minutes approved with minor changes.
4. Public Comment
 - Ivan Blume introduced himself to the committee.
5. Comments from Co-chairs
 - Simone spoke on the need to get the Website Work Group up and running so that Board members can communicate with stakeholders on how we are working with them to solve West Hills issues.
 - Myrl Schreibman asked to be a member of the Communications and Outreach Committee. The chair had no objection and committee members agreed. Mr. Schreibman was made a voting member.
6. Report on Email Change from Hostek to Rack Space – Teitelbaum
 - Bob Brostoff gave the report for Michael Teitelbaum. Michelle Ritchie asked that emails in the Hostek system be transferred to Rackspace or archived. Rackspace may not be able to transfer emails over to the new system, a report will be made at the September meeting. If emails cannot be transferred to the Rackspace system Michelle will explore methods of archiving emails. This item is tabled to September.
7. Website Work Group Report
 - Tony volunteered to call the next Website WG meeting which will be at Tony or Bob's house. Website workgroup members are Tony, Alec, Bob, Brad, Simone.

- The Website WG will report on the tasks that were delineated in the 7/13/17 minutes under Website Work Group.
- Some committee members asked for clarification on how many work groups are functioning.
 - They were reminded that in July, the Social Media work group merged with Web Site Work Group.
 - There was some talk of renaming the Web Site Work Group to the Communications Work Group. This will be discussed at the September meeting.
- Metrics report
 - Reeyan, Tony and Brad reported on social media metrics. WHNC Facebook has 1200 followers and City View reposts. Twitter has 355 followers, mostly city leaders and agencies who repost. The WHNC website continues to do well.

8. Outreach Work group Report

- In the excitement of the moment, Simone forgot to set a date and time for the next Outreach WG meeting. She will email all members with possible dates and times.
- Work Group members are Brad, Steve, Tom, Myrl and Simone.
 - All Board members are welcome but they must notify Simone of their interest. If we reach more than 6 members Brown Act rules will be followed as required.
- Tabling was discussed.
 - By consensus the C&O committee agreed that all committee chairs play an important part in tabling, forums and events and by consensus the committee approved of the “tabling in a box” concept. Both will be discussed at the next Operations Committee meeting.
 - What is tabling? It is different things to different committees
- Update on the A-Frame.—Steve brought the A-Frame to the meeting. He and Dan came up with the idea of putting the WHNC logo and web address covering 25% of the bottom of the poster area and the top 75% can be used in a flexible manner depending on the event.
- Report on Fall Fest 2017 call for volunteers
 - Simone, Fall Fest chair, asked again for a volunteer coordinator, no one volunteered. Simone will continue in this the capacity of volunteer coordinator.
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Adjourned at 8:46 p.m.