



CITY OF  
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CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

Wednesday, February 21, 2017 @ 7:30p.m.

1. The meeting was called to order by Simone Best at 7:36 p.m. Members in attendance were: Simone Best, Tony Brosamle, Bob Brostoff, Steve Randall, Myrl Schreibman, and Alec Uzemeck. Board member Steve Kallen was also in attendance.
2. Quorum was established.
3. The 1/17/18 minutes were approved with minor changes.
4. No members of the public were in attendance therefore there were no public comments.
5. There were no comments from the chair.
6. The committee identified possible co-chairs. Simone will contact Steve Kallen, Brad Vanderhoof and Ivan Blum discuss their interest. She will report back at the March meeting.
7. The committee discussed the 2017-18 Communication/Outreach Budget. With the exception of the Web Site Improvement item of \$500 on which a report is required, the committee voted unanimously to revise the 2017-18 Communications Budget as follows:

Comm	Communications Comm	160.00	39%	97.03	Reimb Steve Kallen \$44.65 for purchase of supplies for Run, Hide, Fight forum. The balance of \$52.38 to be used to purchase plastic totes for committee Tabling boxes.
Comm	Web Site Improvement	500.00	0%	500.00	This amount has been spent. The committee needs a final report from Brad Vanderhoof.
Comm	Promo	385.00	0%	385.00	Reallocate the entire \$385 to Public Safety & EP to support stakeholder forums
Comm	Tabling	511.00	0%	511.00	Reallocate \$250 to the VANC Spring Fest and \$261 to Committee Printing
Comm	Fall Fest	2,155.00	77%	496.78	The chair stated all funds had been spent and asked the Controller to review.

The chair will send the revised Communications budget to the Controller and Treasurer for inclusion on the next Budget Committee agenda.

Tony brought up the 2<sup>nd</sup> A-frame and was reminded that the committee was never were able to decide on what was wanted for the 2<sup>nd</sup> A-frame. Motion was made and seconded to duplicate the posters on the 1<sup>st</sup> A-frame. Motion passed unanimously. Simone will contact Krystal Graphics, Tony will pick-up posters when ready.

8. The Website Work Group reported on the meeting held on Monday, 2/19/18. Suggested changes to the website will be discussed at the March Communications meeting. The committee has received a \$500 invoice from the Web Corner and needs a report on the changes from Brad. The committee reviewed the cumulative 2017 website statistics reported by Web Corner.

During discussion to establish the next website workgroup meeting Tony ask that the structure of the committee revert back to its original structure and eliminate the work groups and have discussion and decisions made at the one monthly meeting. The possibility of moving back to the hospital, changing the meeting day and lengthening the meeting time from 1 hour to 1.5 hours was discussed. The committee is amenable to exploring the idea.

Myrl will find out if the hospital conference room has been moved to an auxiliary building.

If yes, Simone will contact Michelle and ask her to contact the hospital and to find out if we can meet

In the relocated conference room and if it is available on the 1<sup>st</sup> Tuesday of the month and the 3<sup>rd</sup> Wednesday of the month from 6:30 to 9:30pm. If the 3<sup>rd</sup> Wednesday is available both C&O and PS & EP will move back to the hospital. If not, then the committee will explore moving the C/O meeting to the 1<sup>st</sup> Tuesday of the month.

9. Outreach Update

- a. The Run, Hide, Fight Forum was briefly discussed.
- b. A debrief of Education Committee tabling at LAUSD meeting was discussed. Coordination of tabling supplies was difficult. Tabling boxes will be prepared.
- c. A call for volunteers was made to prepare and distribute tabling Boxes. Times and availability of certain committee members needs to be confirmed. No decision was made at this time.
- d. Press Releases or Notices were briefly discussed.
- e. Steve and Alec volunteered to lead the Chatsworth Reservoir tabling event being held on 4/7/2018.

10. The meeting was adjourned at 8:40 p.m.

Next meeting March 21, 2018