



CITY OF
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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA **Wednesday, June 17, 2020 @ 7:30 p.m.**

This meeting of the West Hills Neighborhood Council Communications and Outreach Committee will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

To attend online via Zoom Webinar, paste the following link into your browser:

<https://zoom.us/j/98131107186>

To call in by phone, dial **(669) 900-6833**, then punch in this Webinar code when prompted: 981 3110 7186#.

This meeting is open to the public. 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. Review and Approval of the February 2020 minutes
3. Comments from the Chair
4. Public Comment
5. Discussion and Possible Action on Appointing New Committee Members and Roster Changes
6. Discussion and Possible Action on Virtual Meeting Procedures and Protocol
7. Discussion and Possible Action on Outreach in the Virtual Meeting Reality
8. Discussion and Possible Action on 2020-2021 Budget Proposal
9. Update and Discussion on Website Enhancements
10. Discussion and Possible Action on Committee Web Pages
11. Discussion and Possible Action on Report from the Special Events Committee and any Support Needed from Communications
12. Discussion and Possible Action on Web Surveys to Determine Public Opinion
13. Discussion and Possible Action on Distribution of Ceramic Logo Mugs and other Promotional Items
14. Social Media Report
15. Adjournment

The next meeting of this committee is July 15, 2020 at 7:30 PM.

Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, city law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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. 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.

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 If you are hearing impaired please call 711.

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 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.



WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

Wednesday, February 19, 2020, Chaminade HS Condon Center, West Hills California

Revised May 26, 2020

Attendees: Brad Vanderhoof, Anthony Brosamle, Bob Brostoff, Steve Randall, and Tony Scearce.

Chair Brad Vanderhoof called the meeting to order at 7:45 PM. A quorum was established.

The January meeting minutes were approved.

Numbers refer to agenda items.

3. Chair Comment: None
4. Public Comment: None
5. Discussion and Possible Action on WHNC Logo Bags Order:
 - Tony S. moved to purchase up to twenty (20) signs at a cost not to exceed \$1500. Steve seconded.
 - Yes – 3, No – 0, Abstain – 2
 - The motion passed and will be sent to the Budget Committee.
6. Discussion and Possible Action on 2020-2021 Budget Proposal: Tony S. suggested a West Hills photo contest. He estimates a cost of \$1000 for a contest site to run an impartial competition with the public judging the winners.
 - Steve moved to present this to the Budget Committee. Bob seconded.
 - The motion passed unanimously.
 - The motion passed and will be sent to the Budget Committee.
 - Brad moved to present a budget request of \$3700 for 2020-2021 to the Budget Committee. Bob seconded.
 - The motion passed unanimously.
 - The motion passed and will be sent to the Budget Committee.
7. Website Enhancements: Item tabled to March.
8. Discussion and Possible Action on Committee Web Pages: Bob will send safety tips for the Public Safety and Emergency Preparedness Committee page.
9. Special Events Committee: No update
10. Discussion and Possible Action on Web Surveys to Determine Public Opinion: Brad gave an update on his research on the SurveyMonkey site. Tony S. said he can create surveys using Google forms. Bob will investigate the survey feature available in iContact. Tony S. suggested a dry run trial with a non-controversial topic.
11. Discussion and Possible Action on Live Streaming WHNC Board Meetings: Tony S. said he is having trouble getting acceptable sound in the tests he has run.
 - Anthony B. moved to propose a trial using a member's iPhone and Facebook Live at the March or April meeting. This was amended to allow a substitution of a better system if one is identified and available.
 - Tony S. seconded.
 - Yes – 4, No – 0, Abstain – 1
12. Distribution of Ceramic Logo Mugs: No suggestions.
13. Social Media Report: No update

Chair Brad adjourned the meeting at 8:45 PM.

The next meeting of this committee will be Wednesday, March 18, 2020 at 7:30 PM, Chaminade High School Condon Center, second floor conference room.