



CITY OF
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CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

SPECIAL EVENTS COMMITTEE MEETING AGENDA **MONDAY, JANUARY 8, 2024 @ 7:00 P.M.** **Chaminade College Preparatory – Condon Center 2nd Floor** **23241 W. Cohasset Street, West Hills, CA 91304**

Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

This meeting is open to the public. Doors open 10 minutes before the meeting starts. 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 and establish quorum
2. Approve minutes from December 14, 2023
3. Comments from the Chair
4. Discussion regarding Senior Valentine's Day Dance
5. Discussion and possible action regarding Active Shooter Event
6. Discussion and possible action regarding possible changes to the Special Events Committee Operating Rules
7. General Public Comments

Public Input: 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 committee.

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Public Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

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Servicios De Traducción: 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



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Special Events Committee Meeting Minutes

Thursday, December 14, 2023 @ 7:00 p.m.

Chaminade College Preparatory – Condon Center 2nd Floor

23241 W. Cohasset Street

West Hills, CA 91304

Chair Miriam Schimmel called the meeting to order at 7:06 pm.

Quorum was established.

In attendance: Miriam Schimmel, Aida Abkarians, Faye Barta, Glenn Jennings, Char Rothstein, Carolyn Poppert, and Myrl Schreibman.

Carolyn Poppert officially joined the Special Events Committee as a member.

The November meeting minutes were reviewed, amended and approved. It was requested and noted that committee members be referred to by their first names in the minutes.

Comments from the Chair: Miriam acknowledged the creation and history of the committee by Myrl and Steve (Randall) and expressed enthusiasm about continuing its legacy as a cohesive group and encouraged everyone present to work together to continue the committee's great work.

Item #4: Senior Valentine's Day Dinner Dance

Glenn reported that he contacted and booked "Brian" who is the DJ from last year's dance. He anticipated receiving the contract soon via email from Janna at Entertainment Express Inc. There was a discussion regarding the location of the DJ and his speakers. Carolyn opined that last year's set up was not optimal. Myrl opined that the DJ is a pro and we should not tell him what to do vis-à-vis how and where he sets up his equipment.

There was a discussion about whether the event had an official age limit. Some thought last year's dance had an age limit, but Steve clarified that the event cannot be limited by age. The only permissible limitation is to require that attendees be residents of the city of Los Angeles.

Steve opined that Councilmembers should attend and/or help out at the dance. Glenn agreed.

RSVP/Registration: There was a discussion of the RSVP process and how it was set up so people could RSVP through the WHNC website or via a telephone number. Steve had created a spreadsheet for last year's attendees who RSVP'd. Miriam indicated we would do the same thing this year. The committee discussed when to open

the RSVP process and it was indicated that it cannot be opened until after the city approves the event, which last year was only two weeks prior to the event.

Marketing: The group agreed that a flyer should be created. Glenn offered to distribute/post the flyers around West Hills. Steve said he would circulate prior year's flyers but didn't want to create this year's flyer. Aida things that Saif can assist with the flyers, and Carolyn also offered to help.

Catering: Steve said he would send the past years' catering information in his possession. Char & Aida mentioned they got cakes from Costco last year, and that they would handle the catering needs for this year. Char explained that the money used to pay for catering needed to come through a 501(c)(3) entity and that CD12 uses certain specific restaurants who are pre-approved payees for city events.

Raffle Items: Ideas mentioned for sources for items were: Rock Paradise, Dodger tickets, Walter's Cookies, West Hills Pizza, Arthur Murray, various gift cards provided by Fairwinds, Rams gear, Olive & Fig, Nothing Bundt Cakes, and Sugar Box Donuts.

Event is slated for 7pm to 9pm with doors to open at 6:30 for check-in.

Glenn offered to secure ROTC volunteers to assist with decorating/set-up and clean-up.

Things we need to know:

- The number of tables available in the Bob Hope Center
- Whether Chaminade will do any portion of the set up
- The availability of the room for access to set up and clean-up

Item #5: Active Shooter Event

Miriam indicated that an insurance quote was obtained and provided to Carolyn.

Miriam advised that the event is to be on the Board's January agenda for approval.

There was a discussion that snacks were needed and Smart & Final would be a good place to obtain items that come individually wrapped.

Item #6: Discussion and Possible Action for Changes to the Special Events Committee Operating Rules was tabled.

Item #7: Public Comment – There was no public comment.

Next meeting: TBD