



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308

WWW.WESTHILLSNC.ORG

MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE MEETING AGENDA

**Wednesday, February 19, 2025 at 7:30 PM
ONLINE AND TELEPHONIC MEETING**

Revised February 11, 2015

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Communications and Outreach Committee meeting will be conducted virtually and telephonically. All are invited to attend and participate.

To attend online via Zoom Webinar: Click or paste the following link into your browser: <https://us02web.zoom.us/j/87609435304>

To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **876 0943 5304**, then press #.

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.

Call to Order

- 1) Possible Action to Allow Committee Members to Attend this Meeting Virtually under provisions of AB2449
- 2) Approval of the January Meeting Minutes
- 3) Comments from the Chairs
- 4) Public Comment
- 5) Discussion and Possible Action to Prepare a Spending Request for Magnetic Clips
Maximum committee Budget \$2523.77
- 6) Discussion and Possible Action to Recommend WHNC Support for State Assembly member Jesse Gabriel's Day of Service Event
- 7) Discussion and Possible Action on WHNC Election Promotion
- 8) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
- 9) Social Media Report
- 10) Discussion and Possible Action on Notifying Stakeholder of City Council Meetings held at the Van Nuys Courthouse via social media, iContact, WHNC webpage (news feed or calendar), etc.
- 11) Discussion and Possible Action on Changing WHNC Email Service Provider
- 12) Discussion on Outreach Planning for 2025
- 13) Suggestions of Agenda Items for the Next Meeting

Adjournment

The next meeting of this committee is scheduled for March 19, 2025, 7:30 PM.

SB 411 Updates -If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations.

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.(i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed.(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

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.

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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

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 \(ENS\)](#)

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 Section 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 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 our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

Reconsideration and Grievance Process - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.westhillsnc.org

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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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMUNICATION/OUTREACH COMMITTEE

DRAFT MEETING MINUTES

Wednesday, January 15, 2025

Telephonic and Online

The Committee shall take official action by a simple majority of yes and no votes cast by the committee members at a duly noticed regular or special Communications and Outreach Committee meeting, not to include abstentions. There shall be no proxy voting.

Attendees: Faye Barta, Glenn Jennings, Saif Mogri, Penelope Newmark-Co Chair, Brad Vanderhoof-Co Chair

Board members also Present: Kim Koerber; Members of the Public present: Michael Rich


Co-Chair Brad Vanderhoof called the meeting to order at 7:36 p.m. A quorum was established.

Numbers refer to Agenda items:

1. November 20, 2024 Minutes were approved as amended.
2. Co-Chair Penny discussed that Brad, during the holiday period and the recent January fires, continued to send informative emails to the community.
3. Public Comments-None
4. Discussion on Promotion for the Valentine's Day Dance. Glenn already distributed three quarters of the flyers he has for the Valentine's Dance to businesses. Brad has not heard that the City approved the event yet. There will be another Special Events meeting on January 23rd and the last meeting before the event will be on February 4th. Discussed timing for information on the event and the reservation form to be up on website. Saif said that reservations can be submitted up to February 10th or 12th. Glenn mentioned that he heard there was a post about the Valentine's Day Dance on Facebook but Saif was unable to find it. Brad would like to post and send out on social media as soon as he hears the City has given their approval for the event and received a request from the Special Events Committee.
5. Discussion on Communication and Outreach requested by Committee Chairs. Saif said that the Election Committee will meet soon and will need to define what they want to do. Region 3 filing starts at the end of January for people who want to run. Saif said that there are eleven people on the Board who will be running in the next election that takes place on Tuesday, June 3—elections are all by mail, not in-person. Election period starts January 31, ends March 17, candidates last day to withdraw is March 30, applications to be mailed by April 4. The Election Committee will begin meeting now. The Candidates Forum will be held at De Toledo High School in May. Saif will make an announcement about the elections including names of Board members running at the February 6 Board meeting and repeat announcements at subsequent Board meetings. Brad mentioned that it is important that all those running don't miss deadlines to register as candidates.
6. Social Media Report. Brad does not have a report but has continually been sending out information during the holidays on new message items and the recent fires.
7. Discussion on Outreach Planning for 2025. Discussed having WHNC brochures, etc. at all Board meetings for the public. Saif said that he has enough pens, and Glenn mentioned that there were plenty of bags in inventory. Kim showed a magnet with a clip for papers. Saif and Penny will get quotes on this item: Qty: 500; Item color clear, blue or white with one color for contrasting print (yellow, blue, white); Artwork: WHNC logo and website address.
8. Suggestions of Agenda Items for next meeting. None.

Co-Chair Penny Newmark adjourned the meeting at 8:11pm

The next meeting of this committee is scheduled Wednesday, February 19, 2025, 7:30pm, and will be conducted virtually.

From: Scott Rubin scott@cprintables.com 
Subject: Clip Magnet for the West Hills Neighborhood Council
Date: January 20, 2025 at 2:48 PM
To: pennyfirst@sbcglobal.net
Cc: Kkoerber@ix.netcom.com, Angela Garcia angela@cprintables.com



Hi Kim & Penny,

Nice to meet you! I found the clip from your photo which you can see at the website link below. Your pricing discount is two columns over. For example, if you need 500 \$1.40, I will give you the 3000 qty price \$1.30.

Shipping Estimate \$50 for 500 qty
Setup \$55

<https://www.arielpremium.com/product/WMG-PC01>

I also attached the design template. I can do the artwork for free if you would like; send me your logo file and instructions. Delivery will be about 10 business days after the order and artwork approval.

Thank you,
Scott Rubin
Apparel | Promos | Print | Global Sourcing
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PRO FORMA INVOICE #	DATE
3755	02/12/2025

SALES REP
IB

ACTIVITY	QTY	RATE	AMOUNT
The Promotional Products 500 Jumbo Size Magnetic Memo Clip @1.15.00 \$575.00 Translucent Blue with white print	500	1.15	575.00T

SUBTOTAL 575.00
TAX (9.5%) 54.63
TOTAL **\$629.63**

Accepted By

Accepted Date

