



CITY OF
LOS ANGELES
CALIFORNIA



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

SPECIAL EVENTS COMMITTEE MEETING AGENDA

TUESDAY, MARCH 5, 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 February 6, 2024
3. Comments from the Chair
4. Discussion and possible action regarding Active Shooter Event
5. Discussion and possible action regarding Kids' Day Event
6. Discussion and possible action regarding thoughts on any other event suggestions
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 \(ENS\)](#)

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. 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

Special Events Committee Meeting Minutes

Monday, February 6, 2024 @ 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 7:08 pm.

Quorum was established.

In attendance: Committee Members Miriam Schimmel, Aida Abkarians, Glenn Jennings, Char Rothstein, Carolyn Poppert, Saif Mogri, and Community Stakeholder member Steve Randall. Other Board Members: Brad Vanderhoof, Clarice Chavira.

The January meeting minutes were reviewed and approved without revisions.

Item #3: Comments from the Chair: Miriam acknowledged the lateness in which the City only tentatively approved the Senior Valentines Day Dance and indicated that the flurry of different email chains that immediately followed were not productive.

Item #4: Senior Valentine's Day Dinner Dance

Glenn posted 22 flyers at local West Hills businesses and visited Rock Paradise to pick up their sponsor for the raffle. He separated the meal and raffle tickets into packs of 10 each to make it easier to distribute to guests during check-in. Faye's sister and brother-in-law confirmed they will do check-in with Faye and Penny. Saif also offered to greet people as they arrived.

Glenn requested the assistance of El Camino Real RTC students who said the earliest they could arrive was 4:30-6:15 for the set-up shift and 9:30-11:00 for the clean-up.

Party City will deliver the balloons.

Glenn will create "arrow signs" to help direct drivers to the parking lot for the dance. He suggested we have a couple of the ROTC students also help guide guests through the parking lot with flashlights. He also confirmed that WHNC signs would be placed by the entrance.

The seating plan was to use 25 tables with 8 chairs each. Arrangement to be determined during set up, but the general plan was to place the tables around the center of the room, which would be the dance floor, with the three tables for the VIPs and distinguished guests to be located at the "head" of the room, opposite the DJ. Aida tallied 25-30 VIPs. It was agreed that the volunteers would be fed dinner.

A cap on the RSVP was discussed and it was agreed that Saif would advise when he had received 160 RSVPs.

Three tables will be used for food, two to three tables for check-in and two or three more for the raffle prize sponsors.

The DJ will play the same type of music as last year.

Char and Aida confirmed that the food order has been placed, and they planned to buy bottled water and some kind of juice from Smart & Final.

All purchases still had to wait until the official approval was received from the City.

If people showed up who had not RSVP'd, it was agreed that no one would be denied entry.

Item #5: Active Shooter Event

Miriam indicated that this is just waiting for city approval. Sgt. Riggs at LAPD has the event on her team's calendar and is just waiting for her to re-confirm.

Item #6: Kids' Day Event

The discussion regarding Kids' Day revealed that it cannot be in April due to a conflict with Easter events and Spring Fest. Everyone considered moving it to a date later in the year, but concerns were voiced that most of the later months (July, August and September) were too hot for the outdoor event. It was also then too close to the time when preparation and planning would begin for Halloween Houses. It was agreed to table the discussion to the next meeting.

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

Next meeting: March 5, 2024