



CITY OF
LOS ANGELES
CALIFORNIA



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

JOINT BOARD & SPECIAL EVENTS COMMITTEE MEETING AGENDA

TUESDAY, MAY 7, 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 of the West Hills Neighborhood Council Special Events Committee will be conducted online via Zoom Webinar, telephonically and in person. 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/83717635041>
- **To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **8371 763 5041**, then press #.
- **To attend in person**, please attend Chaminade College Preparatory – Condon Center 2nd Floor, 23241 W. Cohasset Street, West Hills, CA 91304

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 March 5, 2024
3. Comments from the Chair
4. Discussion and possible action to revise the Special Events Committee Operating Rules
5. Discussion of future agenda items
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.

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 Traduccion: 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, March 5, 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 7:09 p.m.

Quorum was established.

In attendance: Committee Members Miriam Schimmel, Aida Abkarians, Glenn Jennings, Char Rothstein, Carolyn Poppert, Alejandro Phillips and Faye Barta.

The February meeting minutes were reviewed and approved without revisions.

Item #3: Comments from the Chair: Miriam advised that she had been in touch with Dean Barrett at El Camino High and Captain Riggs and the Active Shooter Event is on track.

Item #4: Active Shooter Event

The plan is to buy snacks and water/lemonade from Smart & Final, or trays of cookies from Pavilion's. Glenn and Miriam will shop and decide. The committee suggested that we make sure more than one microphone is available. Aida offered to share the flyer with the "Maiden" group. Miriam reported that she posted it in two different West Hills Facebook groups. Glenn will set up a banner in front of the school and put up signs directing attendees to the event location.

Item #6: Kids' Day Event

Tabled until next year due to limited number of months that would work to have the event.

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

Adjourned at 8:18 p.m.

Next meeting: TBD

SPECIAL EVENTS COMMITTEE OPERATING RULES
APPROVED SEPTEMBER 1, 2023

The MISSION of this Committee is to produce, develop and present unique events which serve and engage the community of West Hills. Moreover, the Special Events Committee, when consulted, will serve as an adjunct advisory committee for other events that might be produced and/or developed by other committees of the West Hills Neighborhood Council.

This Committee consists of 10 members who are:

<u>Myrl Schreibman</u>	<u>Steve Randall</u>	<u>Char Rothstein</u>	<u>Faye Barta</u>	<u>Joan Trent</u>
<u>Miriam Schimmel</u>	<u>Aida Abkarians</u>	<u>Glenn Jennings</u>	<u>Saif Mogri</u>	<u>Alejandro Phillips</u>

A quorum consists of 6 members.

The Co-chairs of this Committee are: Myrl Schreibman and Steve Randall

All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.

For this committee, members must serve actively, defined as attending meetings, participating in and contributing to discussions and volunteering for tasks or assignments to support the committee's events.

Members of this committee shall be appointed or removed by agreement of the Co-chairs.

Officers of this Committee are to be appointed by agreement of the Committee Co-chairs.

This committee shall abide by the WHNC Code of Civility and the EmpowerLA Code of Conduct. These codes apply to all committee members and attendees, whether members of the WHNC Board or not.

The following operating rules may be amended at any regular meeting of the Committee by a majority vote of the members present, provided there is a quorum and possible Operating Rules action is on the agenda.

1. Char Rothstein and Aida Abkarians or a designate shall be responsible for taking minutes.
2. The writing of agendas and posting of the minutes shall be the responsibility of Steve Randall.
3. Voting privileges shall be afforded to only Committee members.
4. Committee Members must attend at least eight (8) committee meetings in the previous 12 meetings, or they become subject to removal as members of the committee.
5. Committee members, including officers, shall not claim to be, or give the impression of, speaking or communicating on behalf of the WHNC without approval from the Board.
6. Committee members shall not make any representations to or requests of the Board or any other agency, on behalf of the Committee without approval from the Committee Co-chairs.
7. The parliamentary process is to be governed by "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century."
8. This Committee will meet regularly on the 1st Tuesday of the month at 7:00 PM unless there is a conflict that requires meeting at a different day or time.