



CITY OF
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CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE ONLINE & TELEPHONIC MEETING AGENDA

Wednesday, September 17, 2025 at 7:30 PM

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) Approval of the August Meeting Minutes
- 2) Comments from the Chairs
- 3) Public Comment
- 4) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
- 5) Discussion and Possible Action to Review WHNC LOGO designs for Decals
- 6) Discussion and Possible Action on WHNC Yard Signs (general promotion and cleanup recognition)
- 7) Discussion and Possible Action on an Updated WHNC Brochure
- 8) Discussion and Possible Action to Plan a Tabling Event(s) at the Fallbrook Mall
- 9) Discussion and Possible Action on Spending Requests
- 10) Social Media Report
- 11) Discussion on Outreach Planning for 2025-2026
- 12) Suggestions of Agenda Items for the Next Meeting

Adjournment

The next meeting of this committee is scheduled for October 15, 2025, 7:30 PM at Chaminade.

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 COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

August 20, 2025

Telephonic and Online

Revised August 21, 2025

Attendees: Faye Barta, Glenn Jennings, Chris Pike, Brad Vanderhoof

Other Board Members in Attendance: Aida Abkarians, Brenda Citrom, Kim Koerber

Co-Chair Brad Vanderhoof called the meeting to order at 7:30 PM. A quorum was established.

Numbers refer to agenda items:

1. Approval of the July Meeting Minutes: Minutes approved.
2. Comments from the Chairs: Brad said he has a hard stop at 7:55 PM, so we need to keep this meeting moving.
3. Public Comment: None
4. Communication and Outreach Efforts Requested by Committee Chairs: The Halloween Houses promotion should be launched.
5. WHNC Yard Signs (general promotion and cleanup recognition): Saif said the item should wait until funding priorities are set (possibly there will be a clearer picture of funds available after the Valentine's Day Dance). Item tabled to September.
6. Updated WHNC Brochure: Item tabled to September as above item 5.
7. Tabling Event(s) at the Fallbrook Mall: It was agreed the weather is just too hot. Glenn suggested waiting until after the time change. Brenda will propose November 8 or 15 to the Fallbrook Mall management.
8. Spending Requests: None. Aida would like stickers with the WHNC logo. Brad and Glenn will check the shed for availability and condition of the old stock. Saif will get a quote from Kristal Graphics. Chris and Brad will send images to Saif.
9. Social Media Report: None due to time constraints.
10. Outreach Planning for 2025: Glenn said the CD12 Movie Night at the Park will need promotional items.
11. Suggestions of Agenda Items for the Next Meeting: Kim suggested attending other NC's Board meetings to make contacts. Brad said VANC and LANCC are good meetings to see NCs working together. Kim will prepare a list of meeting dates and times.

Co-Chair Brad Vanderhoof adjourned the meeting at 7:55 PM.

The next meeting of this committee is TBD, and will be conducted virtually.

RE: WHNC Logo Art File

From: chris.pike@westhillsnc.org <chris.pike@westhillsnc.org>

Sent: Wed, Sep 10, 2025 at 11:04 am

To: Brad Vanderhoof

Cc: Saif Mogri

[Screenshot 2025-09-10 at 11,02,06âAM.png](#) (268,7 KB)

[WHNC-Logo-OLF-EMAIL.png](#) (9,2 KB)

[WHNC-Logo-OLF-EMAIL.png](#) (9,2 KB)

[Download all](#)

Hello Brad - per our conversation last night about adding our web address to the sticker art, below are a few ideas.



Chris Pike
Board Member

West Hills Neighborhood Council
chris.pike@westhillsnc.org
818.282.6879 M



-----Original Message-----

From: "Brad Vanderhoof" <brad.vanderhoof@westhillsnc.org>

Sent: Wednesday, August 20, 2025 9:40pm

To: "chris.pike@westhillsnc.org" <chris.pike@westhillsnc.org>
Cc: "Saif Mogri" <saif.mogri@westhillsnc.org>
Subject: RE: WHNC Logo Art File

It looks great Chris. Attached is the file I have.

3" x 2" is an approximate size. Keeping the aspect ratio is more important.

We did not discuss material (paper, plasticized paper, vinyl, mylar, etc.) There may be other options like adhesive. Depends on intended use and a re

Brad

-----Original Message-----

From: "chris.pike@westhillsnc.org" <chris.pike@westhillsnc.org>
Sent: Wednesday, August 20, 2025 7:53pm
To: "Saif Mogri" <saif.mogri@westhillsnc.org>, "Brad Vanderhoof" <brad.vanderhoof@westhillsnc.org>
Subject: WHNC Logo Art File

Attached is the high-res art for sticker printing as 3" x 2" in both a vector art (ai) and high-res PNG.

Chris Pike
Board Member

West Hills Neighborhood Council
chris.pike@westhillsnc.org
818.282.6879 M

