



CITY OF
LOS ANGELES
CALIFORNIA



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

JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE MEETING AGENDA

**Wednesday, November 19 at 7:00 PM
ONLINE AND TELEPHONIC MEETING**

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 October 15, 2025 Meeting Minutes
- 2) Comments from the Chairs
- 3) Public Comment
- 4) Discussion on Implementing a Photo Release Policy
- 5) Discussion and Possible Action on Parameters to Acknowledge West Hills Businesses for Complimentary Services that Support WHNC Visibility Programs
- 6) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
- 7) Discussion and Possible Action to Review WHNC LOGO designs for Decals
Need Final Quote to Send to Budget Committee
- 8) Discussion and Possible Action on New Artwork for A-frames
- 9) Discussion and Possible Action to Plan a Tabling Event(s) at the Fallbrook Mall
- 10) Discussion and Possible Action on Spending Requests- Tri-fold WHNC brochure sent to Budget Committee
- 11) Social Media Report
- 12) Discussion on Creating a List of HOA Contacts
- 13) Discussion on Outreach Planning for 2025-2026
- 14) Suggestions of Agenda Items for the Next Meeting

Adjournment

The next meeting of this committee is scheduled for January 21, 2026, 7:00 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 DRAFT COMMITTEE MEETING MINUTES

Wednesday, October 15, 2025

Telephonic and Online

Attendees: Faye Barta, Glenn Jennings, Saif Mogri, Penny Newmark, Brad Vanderhoof

Other Board Members in Attendance: Brenda Citrom, Kim Koerber

Co-Chair Brad Vanderhoof called the meeting to order at 7:31 PM. A quorum was established.

Numbers refer to agenda items:

1. Approval of the September 17, 2025 Meeting Minutes: Minutes approved as corrected.
2. Comments from the Chairs: Brad agreed to Saif's suggestion that he would change Public Safety & Emergency Preparedness and Public Health Committee meetings so that Communication/Outreach committee would be able to start at 7:00pm. This will be discussed at the October 16, 2025 Operations meeting.
3. Public Comment: None
4. Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs: Penny received a suggestion from Heidi Manning that WHNC could increase visibility by including HOAs in our outreach plans. Committee members will research and create a list for our next meeting with HOA contact name, location and meeting date. There will be a follow up reminder sent to the committee.
5. Discussion and Possible Action to Review WHNC LOGO designs for Decals: Saif received a quote from Crystal Graphics, 500 pieces for \$250. Discussions include the shape, oval versus rectangle, and the size of the stickers. A new dye will need to be created for 2"x 3" stickers. Materials under consideration are: white bop (plastic material), no lamination, gloss finish. Saif will request samples with glue and revised pricing will be presented at our next committee meeting. The stickers will be used on bags.
6. Discussion and Possible Action on New Artwork for A-frames – tabled to next meeting.
7. Discussion on Updated WHNC Tri-fold Brochure: Saif received a quote from Crystal Graphics for 500 brochures at \$160. The committee approved the brochure and price.
8. Discussion on Tabling Event at Fallbrook Mall: Brenda spoke with her contact on October 2, 2025 and was told that approval for the tabling needed approval from the marketing group. There were no responses from the mall after Brenda sent two follow up emails. The committee decided timing for the tabling would be best in the spring. Brenda will continue to follow up.
9. Discussion on Spending Requests: A request will be made for approval of the 4/c tri-fold WHNC brochure at the November 6, 2025 Board meeting. A completed Spending Request form will be included with the request. (see Item #7)
10. Social Media Report: Penny reported that Brad and Chris have posted on social media and sent i-contact mailings continuously throughout the month that include visibility on our Halloween Houses Display Contest. A list of Halloween contest sponsors is on the website and on Instagram. When contest winners are announced, they will also be on the website and social media.
11. Discussion on Outreach Planning for 2025-2026: tabling at Fallbrook Mall
12. Suggestions for Agenda items for Next Meeting: list of HOAs, decal stickers, A-Frame signs, tabling at Fallbrook Mall

Co-Chair Penny Newmark adjourned the meeting at 8:42 PM.

The next meeting of this committee is November 19, 2025 and will be conducted virtually.

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission:

Committee Name:

Chairperson/Stakeholder:

Date Approved by Committee:

Phone:

Email:

Event/Activity

Total Amount Requested:

Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount

For Budget Committee/Controller Use Only:

Committee Approved

Budget Approved

Board Approved

West Hills Neighborhood Council

Spending Request Form

Communication/Outreach Committee

Date of Submission: 10/24/25

Attachment

Justification for Request:

Existing brochure to promote WHNC was outdated and changes were needed for the copy and images. They are handed out to residents, businesses, organizations and officials at tabling events, meetings and for person-to-person contacts. Increasing awareness of WHNC allows stakeholders to receive ongoing information on events and to learn about important issues that affect the community.

S&M Ltd LLC DBA Kristal Graphics
9607 Canoga Ave
Chatsworth, CA 91311
8183427822
accounting@kristalgraphics.net

Pro Forma
Invoice



ADDRESS
Carolyn Greenwood WEST HILLS NEIGHBORHOOD COUNCIL

SHIP TO
Carolyn Greenwood WEST HILLS NEIGHBORHOOD COUNCIL

PRO FORMA INVOICE #	DATE	
4778	10/27/2025	

P.O. NUMBER
Trifold

SALES REP
CM

ACTIVITY	QTY	RATE	AMOUNT
The Digital Printing 100# gloss book trifold 8.5" x 11" folded to 8.5" x 3.67" printed 4/4	500	0.32	160.00T

Trifold	SUBTOTAL	160.00
	TAX	15.60
	TOTAL	\$175.60

Accepted By

Accepted Date