



CITY OF
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WEST HILLS NEIGHBORHOOD COUNCIL

SPECIAL JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

May 20, 2026
Chaminade High School
Revised May 21, 2026

Attendees: Glenn Jennings, Saif Mogri, Penny Newmark, Chris Pike, and Brad Vanderhoof
Other Board Members in Attendance: Kim Koerber

Co-Chair Penelope Newmark called the meeting to order at 7:08 PM. A quorum was established.

Numbers refer to agenda items:

1. Approval of the April Meeting Minutes: Minutes approved.
2. Comments from the Chairs – Update and Awareness on Upcoming ADA and Translation Requirements: Brad accessed information online regarding new laws for mandatory ADA compliance. April 26, 2027 deadline. Some requirements are 12-point font from list of approved typefaces, photos to have graphic captions or text box and approved background colors. As of now, budget to comply is not finalized.
3. Public Comment: None
4. Communication and Outreach Efforts Requested by Committee Chairs: Saif complained about lack of participation at committee meetings by both Board members and stakeholders.
5. 100th Anniversary Orcutt Ranch Celebration: Glenn gave an update for the June 7 event. Tabling booth, water, approved at May 7 Board meeting. Two Certificates of Appreciation from WHNC will be presented at the beginning of the program: The City of Los Angeles Department of Recreation and Parks and Orcutt staff; and The West Valley Garden Club. Decision on who from WHNC will award the certificates will be discussed at the Operations meeting. Flyer was sent to Brad and Chris to post on social media and i-contact, and posted at Platt Shopping Center and will be posted at Platt Library. Penny to convert PNG file to JPG and send to Brad.
6. Remove Banner from Website: The committee decided it enhances awareness of what the WHNC does, and we will continue with the scrolling banner. There will be approximately five or six photos total in the banner that will be updated by Chris and Brad.
7. Remove Board page from the Website: The committee decided that including Board member photos with a short bio personalizes our organization. It is not necessary to have a unified look and Board members will be encouraged to submit photos and bios to Brad for posting on the Board page.
8. Changing to a New WHNC Email System: There is no new research for alternate companies and price comparisons. Tabled for now.

9. New Artwork for A-Frames: Item tabled due to budget constraints.

10. Social Media Report: Chris said that Instagram has 14 more people. He has been sharing posts from John Lee and other NC local events. They now send their posts directly to Chris. Chris can set up automatic cross -posting on Facebook from Instagram. Brad requested a test using the 100th Anniversary of Orcutt Ranch. Brad continues i-contact and posting on Facebook.

11. Suggestions of Agenda Items for the Next Meeting: None

Co-Chair Penny Newmark adjourned the meeting at 8:03 PM..

The next meeting of this committee is scheduled for June 17, 2026, and will be conducted virtually.