



# West Hills Neighborhood Council

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## Communications Committee/Joint Board Meeting Agenda

Thursday, April 14, 2016 - 7:30pm

West Hills Hospital, first floor conference room  
7300 Medical Center Drive, West Hills, CA 91307

- 1) Call to order
- 2) Sign-in Roll Call to establish quorum.
- 3) Approve meeting minutes of 3/10/16.
- 4) Comments from the co-chairs.
- 5) Public comment limited to two minutes.
- 6) Work Group Reports
  - a) **Outreach Work Group**
    - i) Elections Outreach – Brostoff, Rothstein
    - ii) Discussion and possible action on specialty items promoting WHNC
      - (1) Shirts for Team WHNC - Randall
    - iii) Discussion and possible action on request from Councilman Englanders for \$500 to support a District 12 Senior Dance and Social.
    - iv) Discussion and possible action on nominating the “Outstanding Senior” from our Neighborhood Council area.
    - v) Outreach discussion
      - (1) Community Presentation from League of Women Voters
  - b) **Social Media Work Group**
    - i) Discussion new email vendor
    - ii) Discussion on Social Media training
  - c) **Website Work Group**
    - i) Posting to Committee pages
    - ii) Style manual and how to post update / next steps
    - iii) Update on Web Corner fixes / assign contacts
- 7) Adjourn

This meeting is open to the public. 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.

**Notice of ADA compliance:** 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. Upon request, reasonable accommodations will be made to ensure equal access to programs, services and activities. Sign language interpreters, assistive listening devices or other aids or services may be provided upon request. To ensure availability of services, please make your request at least three business days prior to the meeting you wish to attend by contacting the committee co-chairs at [Nicole.Flessati@westhillsnc.org](mailto:Nicole.Flessati@westhillsnc.org), [Simone.Best@westhillsnc.org](mailto:Simone.Best@westhillsnc.org) and the Department of Neighborhood Empowerment at (213) 978-1551 or [NCsupport@lacity.org](mailto:NCsupport@lacity.org).

**Brown Act** – 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 by clicking on the following link at [www.westhillsnc.org](http://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 West Hills Neighborhood Council, Executive Director at the following email address: [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org). Where appropriate requests can be made for a copy of a record related to an item on the agenda.