

IT'S OUR NEIGHBORHOOD. LET'S BUILD A COMMUNITY.



West Hills Neighborhood Council

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Communications Committee/Joint Board Meeting Agenda

May 12, 2016 - 7:30pm

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

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.

- 1) Call to order and sign-in Roll Call to establish quorum.
- 2) Approve meeting minutes of 2/11/16 and 4/14/16.
- 3) Comments from the co-chairs.
- 4) Public comment limited to two minutes.
- 5) Mark Neudorff, President of the CP/WHNC Chamber regarding 3 collaborative events for FY 16-17
- 6) Ratification of motion made on 4/14/16 by Reeyan, 2nd by Alec to switch to Proton email services as provider for WHNC email at a cost of \$288.
- 7) Discussion and possible action to continue the use of iContact as mailing list/e-newsletter vendor at a cost of \$530.40 annually for up to 5000 subscribers.
- 8) Work Group Reports
 - a) **Website Work Group**
 - i) Next meeting location and time TBD
 - b) **Social Media Work Group**
 - i) Update on, or next steps needed to implement Proton email services.
 - ii) Request work group to accept the assignment of drafting of a social media policy for 1st reading at the June 2016 Communications meeting. Once approved by committee it will be presented to the Board for approval.
 - c) **Outreach Work Group**
 - i) Discussion and possible action on purchase of specialty items promoting WHNC
 - (1) Shirts, Pop-up canopy's, clips, pens, A-frame signage, bags, etc
 - ii) Discussion and possible action on purchase of printed or electronic material promoting WHNC
 - (1) Brochures, copies for Outreach bags
 - iii) Discussion and possible action on Communication Committee sponsored events promoting civic engagement and outreach.
- 9) Discussion and possible action to adopt 2016-17 Communications Budget incorporated as Addendum 1.
- 10) Adjourn

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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 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. Where appropriate requests can be made for a copy of a record related to an item on the agenda.