



West Hills Neighborhood Council

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Communications Committee/Joint Board Meeting Minutes

May 12, 2016 - 7:30pm

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

Called to order at 7:35pm

1. Members Present: Simone Best, Dan Brin, Tom Booth, Tony Brosamle, Bob Brostoff, Steve Randall, Ron Sobel, Michael Teitelbaum, Joan Trent.
2. Minutes of the 2/11/16, 4/14/16 were tabled to the June 2016 meeting.
3. There were no comments from the co-chairs.
4. Public Comment: Tony asked about adding an internal calendar for Board members. It was decided to set up a Facebook page.
5. Mark Neudorff, President of the CP/West Hills Chamber of Commerce presented 3 outreach opportunities. They are the 28th Annual Memorial Day Parade, Chili Cook-off and Car Show and a Family Picnic. The committee will discuss funding later in the meeting.
6. After discussion it was decided that the ratification of a motion made by Reeyan on 4/14/16 to switch to Proton email services was not necessary.
7. Motion to continue using iContact, instead of NationBuilder, as the mailing list/e-newsletter vendor for WHNC at a cost of \$530.42 for up to 5000 subscribers passed unanimously.
8. Workgroup reports:
 - a) Website-
 - Next workgroup meeting is 5/31/16, 7pm at Nicole's house.
 - Work Group will put a call out for Board Member biographies.
 - b) Social Media-
 - Bob and Michael discussed bring Proton e-mail on line, hopefully in June.
 - Work Group will do the 1st draft of the Social Media Posting policy and report back to the committee in June. Once the posting policy is approved it will become part of the Standing Rules.
 - c) Outreach-
 - The committee approved purchase of the following specialty items.
 - Motion by Nicole, 2nd by Ron to accept bid of \$762.67 from Alexander Printing for embroidered polo shirts passed unanimously.
 - By consensus the committee approved purchasing 2-10x10 canopies at \$2,071, 1500 brochures at \$280, 250 clips (Walker-Clay) at \$402 (\$300 of the total amount for clips was approved at the March meeting).

- The committee approved by consensus the purchase of \$3,170 for Communications: Website Maintenance \$1500, additional website design at \$600, iContact \$530.40 (see #7 above) and \$288 for one year of Proton email services.
- The committee, by consensus, approved the following support for Outreach events: CP/WH Chamber of Commerce: Chili-cook-off @ \$200, Family Picnic @ \$200 and Memorial Day Parade \$1,500.

The chair requested ordering WHNC note cards from Print Firm.

The possibility of obtaining storage space was discussed. Dan will speak with Corinne Ho about sharing space and report back.

Adjourned at 8:43pm

Approved, with minor changes 6/9/16