

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



West Hills Neighborhood Council

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Communications Committee/Joint Board Meeting Agenda

June 9, 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
- 2) Sign-in Roll Call to establish quorum.
- 3) Approve meeting minutes of 2/11/16, 4/14/16 and 5/12/16.
- 4) Comments from co-chairs Simone Best and Nicole Flessati. Co-chair.
- 5) Public comment regarding items not on the agenda limited to two minutes.
- 6) Discussion on and possible formation of ad-hoc committee to review Neighborhood Council Reference Guide and report recommendations back to the Communication Committee.
- 7) Discussion regarding the revision of the WHNC 2016-17 Strategic Plan.
- 8) Discussion and possible action to approve draft of committee Operating Rules.
- 9) Work Group Reports
 - a) **Website Work Group - Michael**
 - i) Report on 5/31/16 work group meeting.
 - ii) Future plans
 - iii) Next work group meeting date.
 - b) **Social Media Work Group - Michael**
 - i) Discussion and possible action to accept Social Media Work Group draft on, Social Media Posting Policy, prior to presentation to the Board for adoption as a Standing Rule.
 - c) **Outreach Work Group - Simone**
 - i) Update on where we are with the 2016-17 Communications budget
 - ii) Report on what collateral items can be purchased.
 - iii) Discussion on implementation of Outreach Plan
 - (1) How to market to Board members
- 10) Adjourn

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, Simone.Best@westhillsnc.org and the Department of Neighborhood Empowerment at (213) 978-1551 or 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 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.