

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



West Hills Neighborhood Council

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Communications Committee/Joint Board Meeting Agenda

August 18, 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. Doors open at 7:29p.m. 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 to establish quorum.
- 3) Approve 7/14/16 meeting minutes.
- 4) Comments from co-chairs.
- 5) Public comment regarding items not on the agenda limited to two minutes.
- 6) Training Chairs to post agenda's and minutes on website. Michael and Reeyan.
- 7) Discussion and possible action to approve committee Operating Rules which include social media guidelines.
- 8) Work Group Reports
 - a) **Website Work Group - Michael**
 - i) Next work group meeting date 8/28/16 7pm at Bob's.
 - b) **Social Media Work Group – Reeyan**
 - i) Social Media policy moved to item 7) OPERATING RULES. Discussion and possible action to accept Social Media Posting Policy prior to presentation to the Board for adoption as a Board Standing Rule.
 - c) **Outreach Work Group - Simone**
 - i) Update on where we are with the 2016-17 Communications budget
 - ii) Discussion and action on authorizing spending \$304 for printing of WHNC brochure.
 - iii) Update on Strategic Plan
 - (1) Identify tabling/outreach locations
 - (2) Discussion on how we might use Next Door
 - (3) Welcome and mailing list sign-up at Board meetings
- 9) Adjourn

Public Input: The public is requested to fill out a Speaker Card to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the

subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Board.

Public Posting Of Agendas: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.

The Americans With Disabilities Act: 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 and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org.

Public Access of Records: 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 the meeting where such writing was considered or by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org. Requests can be made for a copy of a record related to an item on the agenda.

Reconsideration and Grievance Process: For information on the WHNC's process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, www.WestHillsNC.org.

Servicios De Traducción: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle.Ritchie@westhillsnc.org.