



CITY OF
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CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD and COMMUNICATIONS AND OUTREACH COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA Wednesday, August 19, 2020 at 7:30 PM

This meeting of the West Hills Neighborhood Council Communications and Outreach Committee will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

To attend online via Zoom Webinar **958 0385 0368** or paste the following link into your browser <https://zoom.us/j/95803850368>

To call in by phone, dial **(669) 900-6833**, then punch in this Webinar code when prompted: **958 0385 0368#**.

This meeting is open to the public. 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.

Call to Order

- 1) Comments from the Chair
- 2) Public Comment
- 3) Review and Approval of the July 2020 minutes.
- 4) Comments from the Chair
- 5) Public Comment
- 6) Discussion and Possible Action on Recording Board and/or Committee Meetings
- 7) Discussion and Possible Action on Virtual Meeting Procedures and Protocol
- 8) Discussion and Possible Action on Outreach Report Requested in the July Committee Meeting
- 9) Discussion and Possible Action on Replacement for Anthony Brosamle as an Approved WHNC Social Media Poster in Charge of the WHNC Twitter Account
- 10) Update and Discussion on Website Enhancements
- 11) Discussion and Possible Action on Committee Web Pages
- 12) Discussion and Possible Action on Report from the Special Events Committee and any Support Needed from Communications
- 13) Discussion and Possible Action on Web Surveys to Determine Public Opinion
- 14) Discussion and Possible Action on Distribution of Ceramic Logo Mugs and other Promotional Items
- 15) Social Media Report
- 16) Adjournment - *The next meeting of this committee is September 15, 2020 at 7:30 PM*

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JOINT BOARD AND COMMUNICATIONS & OUTREACH COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA – AUGUST 19, 2020

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Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, city law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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 If you are hearing impaired please call 711.

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.



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JOINT BOARD AND COMMUNICATIONS/OUTREACH COMMITTEE DRAFT MEETING MINUTES

Wednesday, July 15, 2020, Webinar and Telephonic Meeting
Revised July 26, 2020

Attendees: Brad Vanderhoof, Aida Abkarians (arrived 7:23), Faye Barta, Dan Brin, Anthony Brosamle, Bob Brostoff, Steve Randall, Reeyan Raynes, Tony Scearce, Myrl Schreiberman, Alec Uzemeck, and Christina Walsh
Chair Brad Vanderhoof called the meeting to order at 7:05 PM. A quorum was established.

Numbers refer to agenda items

Comments from the Chair: Brad announced that although the annual Congress of Neighborhood event at City Hall has been cancelled for 2020 there are plans to hold a virtual event.

September 26 – last Saturday in September

8:30 AM to 12:00 PM – subject to change

The event is still in the planning stage.

The normal extensive schedule of workshops will not be part of this event.

Public Comment: none

The February 2020, June 2020, and June special 2020 minutes were approved

6. Discussion and Possible Action on Virtual Meeting Procedures and Protocol: There have been login problems with the Zoom links in the meeting agendas. Bob said he is setting up the meetings correctly. Reeyan Raynes said only one of the links in this meeting's agenda worked. Christina Walsh asked why the meetings are not being recorded. Steve said there is no requirement to record NC meetings and once recorded they must be posted and cannot be removed. Myrl asked if meetings can be recorded and Brad replied a meeting host can record.

7. Discussion and Possible Action on Outreach in the Virtual Meeting Reality: Reeyan suggested promoting meetings using Facebook Live and Instagram Live. He also suggested encouraging community participation with a Coffee with a Cop style virtual mini forum. Myrl said we should schedule a monthly informal stakeholder meeting for people to discuss issues on their minds like transportation and parks. Bob asked to restart the weekly community calendar and Dan agreed to do that. Alec said videos can be used for discovery in the event of legal action. Steve suggested having events through a group other than the WHNC. Dan said there could be possible Brown Act issues with too many Board members at an event not held by the WHNC. Christina feels the West Hills CA Facebook page is being used as a WHNC outreach tool, and this is improper because some members of the public are blocked from the page. Reeyan suggested investigating NOHO NC's use of Facebook Live. Aida said all meetings are listed on the WHNC website. Bob stated the Facebook page

Dan manages is not affiliated with the WHNC. Steve said it is a private page. Reeyan suggested looking at the LAPL virtual programming. Myrl suggested a virtual story time meeting for kids. Reeyan suggested a virtual movie watch party. Faye said she loves the story time idea. Myrl said shared apps for things like movies are too complicated and many people would find it difficult to participate.

Steve moved to have the Committee create a report, Faye seconded.

The motion passed unanimously.

8. Discussion and Possible Action on 2020-2021 Budget Proposal: The WHNC budget is set. Item tabled.

9. Update and Discussion on Website Enhancements: Bob will send a list of items and issues.

10. Discussion and Possible Action on Committee Web Pages: Bob will send a list.

11. Discussion and Possible Action on Report from the Special Events Committee and any Support Needed from Communications: Myrl said that although the Mayor's office is discouraging any events, the committee thinks they can justify Halloween Houses on Display as a stay at home event. The Special Events Committee needs to reevaluate their budget.

12. Discussion and Possible Action on Web Surveys to Determine Public Opinion: Item tabled to August

13. Discussion and Possible Action on Distribution of Ceramic Logo Mugs and other Promotional Items: Halloween Houses and a possible holiday decoration event will need mugs.

14. Social Media Report:

Nextdoor June Metrics -- NC system 248 posts (about 2.5 per NC), WHNC 16 posts

WHNC reaches 9654 members, 183 new members in June, estimated 36% of households

Reeyan said the WHNC should add an Instagram account.

Facebook – 22 posts in the last 28 days

Most popular posts: Fireworks are illegal 2.7k, adopt a sidewalk 177, school opening update 177, LAPL curbside 158

Chair Brad Vanderhoof adjourned the meeting at 8:13 PM

The next meeting of this committee is August 19, 2020 at 7:30 PM