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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD & COMMUNICATIONS & OUTREACH COMMITTEE ONLINE & TELEPHONIC MEETING AGENDA Wednesday September 16, 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) Discussion and Possible Action on Recording Communications Committee Meetings
- 2) Comments from the Chair
- 3) Public Comment
- 4) Review and Approval of the August 2020 minute
- 5) Discussion and Possible Action on Virtual Meeting Procedures and Protocol
- 6) Discussion and Possible Action on Outreach Report Requested in the July Committee Meeting
- 7) Update and Discussion on Website Enhancements
- 8) Discussion and Possible Action on Committee Web Pages
- 9) Discussion and Possible Action on Report from the Special Events Committee and any Support Needed from Communications
- 10) Discussion and Possible Action on Web Surveys to Determine Public Opinion
- 11) Discussion and Possible Action on Distribution of Ceramic Logo Mugs and other Promotional Items
- 12) Social Media Report
- 13) Adjournment - The next meeting of this committee is October 21, 2020 at 7:30 PM

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.



WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

Wednesday, August 19, 2020, Webinar and Telephonic Meeting
Revised September 11, 2020

Attendees: Brad Vanderhoof, Faye Barta, Dan Brin, Bob Brostoff, Steve Randall, Anthony Scearce, Myrl Schreibman, and Alec Uzemeck.

Chair Brad Vanderhoof called the meeting to order at 7:44 PM. A quorum was established.

Numbers refer to agenda items

- 1) Comments from the Chair: None
- 2) Public Comment: None
- 3) The July 2020 minutes were approved.
- 4) Discussion and Possible Action on Recording Board and/or Committee Meetings:
Motion to recommend the Board institute Zoom recording passed unanimously.
- 5) Discussion and Possible Action on Virtual Meeting Procedures and Protocol
- 6) Discussion and Possible Action on Outreach Report Requested in the July Committee Meeting
- 7) Discussion and Possible Action on Replacement for Anthony Brosamle as an Approved WHNC Social Media Poster in Charge of the WHNC Twitter Account:

Motion to recommend the Board approve Anthony Scearce to post on WHNC social media accounts
Motion by Dan Brin. Seconded by Steve Randall.

Yes – 6, No – 0, Abstain -- 1

Motion passed.

- 8) Update and Discussion on Website Enhancements: Bob Brostoff has submitted a list of suggestions.
- 9) Discussion and Possible Action on Committee Web Pages: no action
- 10) Discussion and Possible Action on Report from the Special Events Committee and any Support Needed from Communications: Plans are moving forward for the Halloween Houses event, but approval has not been granted.
- 11) Discussion and Possible Action on Web Surveys to Determine Public Opinion: no action
- 12) Discussion and Possible Action on Distribution of Ceramic Logo Mugs and other Promotional Items: Halloween Houses event will need mugs.
- 13) Social Media Report: None
- 14) Adjournment: 8:40 PM (est.)

The next meeting of this committee is October 21, 2020 at 7:30 PM