



WEST HILLS NEIGHBORHOOD COUNCIL

Special Meeting of the Special Events Subcommittee On Bingo Event Friday, February 5, 2021 at 1:00 p.m.

This meeting of the West Hills Neighborhood Council Special Events Subcommittee on Bingo Event will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

To attend online via Zoom Webinar, [CLICK HERE TO JOIN](https://us02web.zoom.us/j/83170241688) or paste the following link into your browser:
<https://us02web.zoom.us/j/83170241688>

To call in by phone, dial toll-free (833) 548-0276 or (669) 900-6833, then punch in this Webinar code when prompted: **831 7024 1688#**.

This meeting is open to the public. Comments on matters not on the agenda, but within the jurisdiction of this committee 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.

Subcommittee Members: Faye Barta, Esperanza Butler, Charlene Rothstein, Aida Abkarians, Saif Mogri, Tariq El-Atrache

Call to Order and Roll Call

Announcements

Public Comments (2 minutes)

1. Quick introductions (5minutes)
2. Setup subcommittee meetings/cadence (5 minutes)
3. Determine a communications and advertising plan - How to reach the most participants. (15 minutes)
4. Begin discussing a theme and a name for the event (possibly to include "Senior" and "Bingo" as well as reflect sponsorship from CD12) (15 minutes)
5. Begin the process of filling out forms and including stakeholders (10 minutes)
6. Begin the process of determining and requesting budget approval (10 minutes)
7. Begin the process of collating prizes (donations) - Reach out to pertinent stakeholders and liaison with merchants (10 minutes)
8. Begin discussing venue location and/or virtual nature of event (10 minutes)
9. Begin the process of completing and submitting an Event Approval form (10 minutes)
10. Adjournment

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

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 via email NCsupport@lacity.org or calling (213) 978-1551. 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.

Servicios De Traduccion: 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