



WEST HILLS NEIGHBORHOOD COUNCIL

Ad Hoc Committee of the Bingo Event **Friday, February 19, 2021 at 2:00 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 Establish Quorum

Announcements

Public Comments (2 minutes)

1. Chair Comments (5minutes)
2. Approve Minutes (see below) from February 5th (15 minutes)
3. Report results of Next Action Items from February 5th meeting (15 minutes)
4. Continue discussion and planning of WHNC Bingo Event based upon next action results (20 minutes)
5. Adjournment with updated next action items.

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

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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 Traducccion: 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



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WEST HILLS NEIGHBORHOOD COUNCIL

Special Meeting of the Special Events Subcommittee On Bingo Event DRAFT MINUTES

Friday, February 5, 2021 at 1:00 p.m.

Call To Order at 1:10pm

Quorum Established

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

Subcommittee Members Absent: Esperanza Butler

Board Member Present: Steve Randall, Myrl Schreiber, Brad Vanderhoof

Members of the Public Present: Reeyan, Call_In_User_1

Open Public Comment with no participants or comments

Meeting began with an acknowledgment that meeting cadence as well as an advertising plan were dependent upon the nature of the event itself and needed to be discussed prior to the aforementioned items.

Tariq asked if the theme of "Giving Back To Heroes" was acceptable to all.

The team moved to then begin discussion of nature of the event. Is the event going to be an in person, socially distant event, or is it going to be a virtual event. Aida reminded us of district guidelines regarding upcoming events and how they are required to be virtual in nature. Myrl suggested that if we know ahead of time that virtual events will be approved and in person events will not, then we should go down the path where we know we'll find approval. Saif mentioned that maybe not all seniors have laptops and that we should keep that in mind. Saif then suggested we reach out to Paola and start a conversation regarding what we can expect to be approved. Saif mentioned they reached out for guidance during the Halloween event. Tariq said he would reach out to Paola as one of his next action items.

Tariq then asked about the theme of the event. Saif asked if we are charging for the event. Tariq responded we can accept donations on behalf of a 501c3, preferably one helping first responders. Tariq said he would put researching local 501c3's as one of his next action items.

Faye then brought up all the preliminary tasks of creating an event and that reaching out to the city could be delicate. Char then mentioned that Carolyn would be a wonderful first step in ensuring the planning and preliminary tasks were done in accordance to city expectations. Tariq responded he had reached out to Carolyn and she had offered her assistance.

Tariq asked the team for a sample budget and they responded with samples and locations of samples.

Aide mentioned the attendees and that her notes mention that if no budget is needed for a virtual event, then no approval form was necessary.

Call_In_User_1 spoke and said to put every discussion with DONE in writing as they have a history of forgetting conversations.

Myrl then mentioned that the more he had thought about it the more he was on board with the idea of a virtual only event. He mentioned the possibility of a bingo 1 and bingo 2 event. But he definitely believes virtual feels right because putting up the number virtually is easy.

Tariq then mentioned that a virtual event also addresses the concerns anyone might have with inclement weather, which Aida had brought up at an earlier discussion during a Special Events meeting, but also opens up the event for the entire community.

Aida mentioned in response to Saif's concern regarding the lack of laptops that people might be able to congregate at FairWinds. She also mentioned that if the theme is Giving Back to Heroes that we can invite West Hills Hospital and ask the merchants to donate two prizes, one for the bingo winner and one to West Hills Hospital to be distributed to their employees as they see fit.

Tariq mentioned he was going to bring up such a thing to Joellen.

Char mentioned we have a contact at FairWinds.

Myrl said participation, or rather How one participates is not of concern, our concern is to design the best bingo event.

Tariq asked if there were any limitations to the Zoom participation? Myrl responded that the limits depended upon how manageable the game would be.

Saif then suggested we decide whether or not it will be a virtual event or not. Faye suggested a vote.

Tariq brought up a motion to make the event strictly virtual.
Aide seconded the motion.

Motion passed 5 – 0.

Steve, Faye, Myrl then brought up the logistics of Bingo and the fact that some people like to play with multiple cards. Myrl also mentioned donations could be an obstacle with the city. Steve does not believe we or CD12 can collect any money or donations, especially if it was as a qualification to play.

Steve doesn't believe the NC should be soliciting funds in any way even as a donation. He referenced the Valentine's Day dance and says this is a gift we are giving to the community.

Myrl suggested limiting players to two cards.

Steve suggested we use the kiss method when planning the event.

Aida brought up the idea of two gifts per game, one as a donation to heroes, and she endorses the idea of the event being a gift to the community.

Char endorsed Aida's idea regarding the two gifts if we can get double of everything, especially if it's for first

responders.

Aida brought up the Maiden community and says we can ask her to help us get donations. Aida is going to talk to Kimberly as one of her next action items.

Tariq suggested we adjust “Giving Back To Heroes” to “Honoring Heroes”

Faye suggested we discuss dates for the event.

Myrl mentioned there is no substitution for pre-production, which means having enough time to plan and put it all together.

Steve mentioned there are no restrictions to participation and all are welcome.

Faye mentioned we need a bathroom break.

Myrl said he would ask Sister Mary Margaret what their experience was in regards to the length of the games as one of his next action items.

Aida mentioned we could assign each bingo game a particular charity, such as the fire station or hospital.

The team discussed multiple dates and in deference to Ramadan which ends on May 12th, the Sabbath, the upcoming Neighborhood Council elections on May 4th, as well as the availability of Myrl’s friend Sister Mary Margaret to emcee the event, Tariq put forth the motion to hold the event on Sunday, May 16th, from 6:30pm – 9pm, with a half an hour lead in time so we can get prepped and underway.

Faye seconded the motion.

Motion passed unanimously. 5 - 0

All team members will be needed in the effort to collect prizes for the event. Aide mentioned we can use the mugs we already have as gift card containers. Char to reach out to Joellen, Tariq to reach out to Nothing Bundt Cake, and Steve and Myrl will solicit CD12 for help in collecting prizes as well.

Char asked how many games we anticipate playing. Saif suggested we cap the number at 6 games.

Tariq brought up his daughter’s girl scout troop and the video community badge they can achieve by creating a slide show for intermission during the event. Char endorsed the idea and also likes the idea of giving out girl scout cookies with the prizes.

Saif and Aida mentioned we can use the Zoom Webinar feature to house more participants.

Char brought up money for printing – fliers, etc.

Faye brought up the possible need for bingo cards.

Tariq added researching bingo software to his next action list.

Team added \$200 to the art materials line item.

Team added \$250 for the print line item.

The team added \$1000 for Bingo Software line item.

The team added \$250 for Zoom capacity upgrade line item.

The team added \$150 for gift accessories line item.

Char mentioned the need for specificity on the budget we submit.

Team discussed registration via West Hills NC website as well as the use of Google Sheets.

Team discussed the next meeting for the bingo subcommittee and agreed to Friday February 12th at 2pm.

Adjournment