



CITY OF
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CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATIONS AND OUTREACH COMMITTEE MEETING AGENDA

WEDNESDAY, AUGUST 16, 2023 @ 7:30 PM

**Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304**

Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

This meeting is open to the public. Doors open 10 minutes before the meeting starts. 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.

Call to Order

- 1) Approval of March Minutes
- 2) Comments from the Chair
- 3) Public Comment
- 4) Discussion and Possible Action on Including a Suggestion Box at Platt Village
- 5) Discussion and Possible Action on having an Electronic Meeting Option (this item will be postponed and depend on the passage of SB411 and the implementation thereof)
- 6) Discussion and Possible Action on Converting to a Digital Meeting Calendar
- 7) Discussion and Possible Action on a New Email System
- 8) Instagram update
- 9) Other Social Media Update
- 10) Discussion and Possible Action on Zoom Meeting Component for Committee Meetings
- 11) Discussion on a Spending Request in the Amount of \$75 for a Conference Table Microphone (no action will be considered on this item as an internal laptop microphone gave acceptable results in a preliminary test)
- 12) Discussion and Possible Action on Communication and Outreach Efforts Requested by Committee Chairs
- 13) Discussion of Future Spending Requests for Promotional Items (this item is for planning – no action will be considered as the WHNC Budget has not been finalized)
- 14) Discussion and Possible Action on Committee Web Pages

Adjournment

The next meeting of this committee will be held on September 20, 2023, 7:30 PM, Chaminade

Public Input: 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 committee.

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Public Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

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 Section 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 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 our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

Reconsideration and Grievance Process - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and 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



WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND COMMUNICATION/OUTREACH COMMITTEE MEETING MINUTES

Wednesday, March 15, 2023
Webinar and Telephonic Meeting
Revised July 19, 2023

The Committee shall take official action by a simple majority of yes and no votes cast by the committee members present at a duly noticed regular or special Communications and Outreach Committee meeting, not to include abstentions. There shall be no proxy voting.

Attendees: Faye Barta, Dan Brin, Bob Brostoff (left 8:30 PM), Steve Randall, Anthony Scarce, Myrl Schreiber, and Brad Vanderhoof
Other Board members present: Alejandro Phillips, Joan Trent

Chair Brad Vanderhoof called the meeting to order at 7:33 PM. A quorum was established.

Numbers refer to agenda items.

1. Approval of February Minutes: The minutes were approved.
2. Comments from the Chair: None
3. Public Comment: None
4. Update on Return to In-person Meetings: No update.
5. Instagram update: Alejandro said he has made one post. The account is public and @westhillsnc is the account name. WHNC Instagram currently has 24 followers and the immediate effort is to increase that number. An announcement of the account will be placed on the board at Platt Village.
6. Placing Suggestion Boxes: A box in conjunction with the agenda board at Platt Village was discussed.
Steve moved to have the committee develop a proposal with cost. Faye seconded.
Faye Barta – Yes, Dan Brin – Yes, Bob Brostoff – Yes, Kent Mariconda – Absent, Mark Neudorff – Absent,
Steve Randall – Yes, Anthony Scarce – Yes, Myrl Schreiber – Abstain, Brad Vanderhoof – Yes
Yes – 6, No – 0, Abstain – 1, Absent – 2,
The motion is approved and Steve will investigate box types and cost.

Bob Brostoff left the meeting at 8:30 PM.
7. Communication and Outreach Efforts Requested by Committee Chairs: None
8. Committee Web Pages: None
9. NC Election Outreach: No action taken.
10. Social Media Report: See item 5.

Chair Brad adjourned the meeting at 8:40 PM.

The next meeting of this committee is TBD dependent on the return to in-person meetings.