



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308

WWW.WESTHILLSNC.ORG

MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND SPECIAL EVENTS COMMITTEE AGENDA

Tuesday, September 5, 2023 7:00 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.

1. Call To Order & Establish a Quorum
2. Approve Minutes from August 1, 2023
3. Comments from the Co-Chairs
4. Discussion and Possible action on amending the Operating Rules
5. Discussion and Possible action on the 2023 Halloween House event
6. Discussion and Possible action on the 2024 Senior Valentine's Dinner Dance (Primarily venue)
7. Discussion and Possible action on the Kids' Day event
8. Discussion and Possible action on an Active Shooter Event
9. General Public Comments
10. Adjourn Meeting

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.

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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

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 \(ENS\)](http://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



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT "SPECIAL" SPECIAL EVENTS COMMITTEE/BOARD MEETING MINUTES

Tuesday, August 1, 2023 @ 7:30 P.M.

This meeting of the Special Events Committee was conducted at Chaminade College Preparatory – Condon Center 2nd Floor 23241 W. Cohasset Street, West Hills, CA 91304

DRAFT

Committee Co-Chair Steve Randall called the meeting to order at 7:35 P.M.

Committee members in attendance were: Steve Randall (Co-Chair), Myrl Schreiber (Co-Chair), Char Rothstein, Faye Barta, Aida Abkarians, Glenn Jennings, Miriam Schimmel, Joan Trent, and Ryan Taylor. A quorum was established.

Others in attendance were Penny Newmark, Jan MacQuoid and Carolyn Poppert.

The minutes from July 2, 2023 were approved as written by unanimous consent.

Comments from the Chair(s): Myrl spoke about his goals for Special Events, which included the development of a Cultural/Community & Senior Center. Myrl stated that today the committee has events in their 5th, 3rd, and 2nd years, that have incorporated all ages groups into the various events.

During discussion of the Active Shooter Event, Miriam advised that the event would be more instructional, but not participatory. Miriam stated that she is in contact with a civilian who has background with the CB's, and who may be able to speak at the event. Aida and Miriam are also contacting the LAPD about participating in the event.

During discussion of the 2023 Halloween House event, Steve stated that the current Spending Request may need to be revised at some later time. Steve made a motion that the committee approve a Spending Request in the amount of \$825. The motion carried by a vote of 8 yes to 1 no. There was a suggestion that the committee try to get a reporter from one of the news stations to cover the event.

During discussion of the 2024 Senior Valentines Day Dinner Dance event, Steve asked the committee members to search for a venue. Char stated that she would speak with Chaminade to see if the Bob Hope Center would be available for February 14, 2024.

During discussion of the Kids' Day event, the committee voted unanimously to hold the event on Saturday, April 13, 2024.

There were no Public Comments.

The next regularly scheduled Special Events Committee meeting is on September 5, 2023.

The meeting was adjourned by Co-Chair Steve Randall at 8:55 P.M.

SPECIAL EVENTS COMMITTEE OPERATING RULES

As of September 1, 2023

The MISSION of this Committee is to produce, develop and present unique events which serve and engage the community of West Hills. Moreover, the Special Events Committee, when consulted, will serve as an adjunct advisory committee for other events that might be produced and/or developed by other committees of the West Hills Neighborhood Council.

This Committee consists of 11 members who are:

<u>Myrl Schreibman</u>	<u>Steve Randall</u>	<u>Char Rothstein</u>	<u>Faye Barta</u>	<u>Joan Trent</u>
<u>Miriam Schimmel</u>	<u>Aida Abkarians</u>	<u>Glenn Jennings</u>	<u>Saif Mogri</u>	<u>Ryan Taylor</u>
<u>Alejandro Phillips</u>				

A quorum consists of 6 members.

The Officers of this Committee are: Myrl Schreibman (Co-Chair) and Steve Randall (Co-Chair)

All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.

For this committee, members must serve actively, defined as attending meetings, participating in and contributing to discussions and volunteering for tasks or assignments to support the committee's events.

Members of this committee shall be appointed or removed by agreement of the Co-chairs.

Officers of this Committee are to be appointed by agreement of the Committee Co-chairs.

This committee shall abide by the WHNC Code of Civility and the EmpowerLA Code of Conduct. These codes apply to all committee members and attendees, whether members of the WHNC Board or not.

The following operating rules may be amended at any regular meeting of the Committee by a majority vote of the members present, provided there is a quorum and possible Operating Rules action is on the agenda.

1. Char Rothstein and Aida Abkarians or a designate shall be responsible for taking minutes.
2. The writing of agendas and posting of the minutes shall be the responsibility of Steve Randall.
3. Voting privileges shall be afforded to only Committee members.
4. Committee Members must attend at least eight (8) committee meetings in the previous 12 meetings, or they become subject to removal as members of the committee.
5. Committee members, including officers, shall not claim to be, or give the impression of, speaking or communicating on behalf of the WHNC without approval from the Board.
6. Committee members shall not make any representations to or requests of the Board or any other agency, on behalf of the Committee without approval from the Committee Co-chairs.
7. The parliamentary process is to be governed by "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century."
8. This Committee will meet regularly on the 1st Tuesday of the month at 7:00 PM unless there is a conflict that requires meeting at a different day or time.