



WINNETKA NEIGHBORHOOD COUNCIL

20830 Sherman Way, Winnetka, CA 91306

WinnetkaNC.com

Chair Vice-Chair

Eric Lewis vacant

Committee Members

Erick Lace Madison Lamoreaux Kathleen Pelaez

Holly Poer Marilyn Robinson Vacant



SPECIAL OUTREACH & SOCIAL MEDIA COMMITTEE MEETING MINUTES

Tuesday, Nov. 26, 2014, 7:00 PM

Winnetka Convention Center, 20122 Vanowen St., Winnetka, CA 91306

(located next to Winnetka Bowl)

The Winnetka Neighborhood Council Outreach & Social Media Committee holds its regular meetings on the second Tuesday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for a regular or special meeting is posted for public review within Winnetka, 91306, at the following location: **Winnetka Recreation Center**, 8401 Winnetka Ave.; and might also be posted at: **Winnetka Bowl**, 20122 Vanowen St., **Express Pack & Ship**, 7657 Winnetka Ave., **Fulton Cleaners**, 20109 Roscoe Blvd., **Gil's Barber Shop**, 20433 Sherman Way.

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is not specifically listed on this agenda yet is within the Board's jurisdiction. The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. The Speaker Card ensures that each speaker's name is complete and correct in the meeting's Minutes. Public Comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Before a Board vote on any item, any member of the public who has not filled out a Speaker Card will be accorded 1 minute to make a statement. This period will last no longer than 5 minutes total.

1. Meeting convened at 7:32pm with Madison Lamoreaux and Marilyn Robinson absent.
2. **Public Comments:** There were none.
3. **Chair's Report (Lewis):** Eric reported that this was our first official meeting as a new committee.
4. **Vice-Chair's Report (-)** There was none
5. Approval of Minutes from past meetings: There were none.
6. Discussion and possible action regarding selecting a regular Committee meeting time & place.
 - Motion: It was moved by Erick Lace and seconded that the WNC OSM Cmte will hold its regular meetings on the fourth Tuesday of each month, at 7:00 PM, at the Winnetka Convention Center. The motion passed 4-0.
7. Discussion and possible action regarding selecting a Committee Vice-Chair.
 - Motion: It was moved by Eric Lewis and seconded that the WNC OSM Committee selects Kathleen Pelaez as its Vice-Chair. The motion passed 4-0.
8. Discussion and possible action regarding the status of membership on this committee: It was mentioned that although she was absent, Madison wished to continue on the committee. The committee discussed possible ways of attracting new members.
9. Discussion and possible action regarding an update of the status of WinnetkaNC.com and all other forms of social media in use or to be used by the WNC and/or WNC OSM Cmte: The committee discussed opening twitter and instagram pages. It was also mentioned that we should encourage all members of the council to post on the Facebook page. There was discussion about recommending that we purchase an SSL certificate for the website at a cost of approximately \$100/year.
10. Discussion and possible action regarding the WNC Constant Contact distribution list, and the city's Early Notification System (ENS) distribution list: Constant contact was briefly discussed but since it was currently inactive, further discussion was tabled until it was active and pending communication with Wendy Moore.
11. Discussion and possible action regarding potential speakers or presentations for future general WNC Board meetings, such as recently elected or re-elected local politicians: The committee discussed the possibility of a future WNC lecture series highlighting topics of interest to our stakeholders and presented by stakeholders.



WINNETKA NEIGHBORHOOD COUNCIL

20830 Sherman Way, Winnetka, CA 91306

WinnetkaNC.com

Chair Vice-Chair

Eric Lewis vacant

Committee Members

Erick Lace Madison Lamoreaux Kathleen Pelaez

Holly Poer Marilyn Robinson Vacant



12. Discussion and possible action regarding involvement in any local candidates' forums in 2015 was tabled.
13. Discussion and possible action regarding WNC outreach events, such as weekend meet & greets, bowling nights, or speaking at local organizations (schools, PTAs, CoCs, fraternal groups, etc.): The committee discussed the possibility of holding these events at the Winnetka Bowl.
14. Discussion and possible action regarding the need for any flyers for upcoming WNC events was tabled.
15. Discussion and possible action regarding establishing a "Walk Winnetka" program to encourage health, fitness, neighborhood awareness, and community pride was tabled.
16. Discussion and possible action regarding creating a general-use outreach flyer detailing the WNC was tabled.
17. Discussion and possible action regarding using "Why Not Winnetka?" in outreach ads: The slogan and possible outreach adds were discussed.
18. **Good of the Order:** There can be coffee and refreshments for future meetings. The December meeting will include refreshments to commemorate the Holiday Season. Eric and his family will be taking a family vacation to Cambria.
19. **Future Agenda Items & other Calendar Events:** Next regular meeting December 23rd. 7:00pm.
20. **Adjournment Time: 9:02**_____

Members of the public may request and receive, without undue delay, copies of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Winnetka Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Winnetka Neighborhood Council will provide reasonable accommodations 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 the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Secretary at 818-718-0629, or please send an e-mail that states the accommodations that you are requesting to mmoreno@winnetkanc.com.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 Dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (310) 562-3268.

PROCESS FOR RECONSIDERATION

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a {Proposed} Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration.



If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

PROCESS FOR FILING A GRIEVANCE

Any grievance by a Stakeholder must be submitted in writing to the Secretary of the Board of Directors. The Secretary shall then within no more than 30 days refer the matter to an ad-hoc grievance panel comprised of 3 Stakeholders who are randomly selected by the Council Secretary from a list of Stakeholders who have previously expressed an interest in serving from time to time on such a grievance panel. The Secretary will coordinate a time and a place, not to exceed 10 days, for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board to be heard at the next board meeting outlining the panel's collective recommendations for resolving the grievance. The Board of Directors may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at the Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Board's Rules or Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, state law, and/or federal law.

In the event that a grievance cannot be resolved through this grievance process, the complainant has the right to appeal the matter to the Department of Neighborhood Empowerment for consideration or dispute resolution.