



**WINNETKA NEIGHBORHOOD COUNCIL  
OUTREACH & SOCIAL MEDIA COMMITTEE  
MEETING AGENDA**

c/o Winnetka Convention Center  
20122 Vanowen St., Winnetka, CA 91306  
[WinnetkaNC.com](http://WinnetkaNC.com) @WinnetkaNC  
Board@WinnetkaNC.com



Committee Chair	Committee Member	Committee Member	Committee Member	Committee Member
Lisa Reeber	Samantha Ludwig	Franklin Solis	Erick Lace	Jill Kline

## OUTREACH & SOCIAL MEDIA COMMITTEE MEETING AGENDA

Tuesday, December 03, 2019, 7:00 PM

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

(Located next to Winnetka Bowl, ground floor of hotel)

The Winnetka Neighborhood Council Outreach & Social Media Committee holds its regular meetings on the fourth Tuesday of every month and may also call any additional required special meetings in accordance with Winnetka Neighborhood Council 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., CA 91306** and are available on our website at [www.winnetkanc.com](http://www.winnetkanc.com). You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at the website below:

<http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

The public may comment on a specific item listed on this agenda when the Committee considers that item. When the Committee 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 Committee's jurisdiction. The public is requested to fill out a "Speaker Card" to address the Committee on any agenda item before the Committee 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 Committee has the discretion to modify the amount of time for any speaker. Before a Committee 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.

**1. CONVENE MEETING** (Roll Call, Introductions, Meeting Rules and Announcements)

**2. COMMITTEE CHAIR UPDATE:** (Reeber)

**3. PUBLIC COMMENT:** Comments from the public on any items not specifically listed on this agenda [3 min]

**4. NEW BUSINESS**

A. Discussion and possible action to approve September 2019 meeting minutes.

B. Discussion and possible action to approve October 2019 meeting minutes.

C. Discussion and possible action concerning final date for the monthly committee meeting.

D. Review and possible action on the Halloween Festival concerning what went well and what can be done differently at future events.

E. Discussion and possible action on buying a Winnetka Neighborhood Council logoed canopy in order to present a proposal to the WNC Board (item requested by Erick Lace).

F. Discussion and possible action on a Posting to Social Media protocol to present at WNC Council meeting, concerning how often an item should be posted and by whom.

G. Discussion and possible action to develop protocol for responding to stakeholders' questions and comments. Possibly categorize typical questions and comments and have a point person that sends each submission to the appropriate committee and/or government agency.

H. Discussion and possible action on proposed events:

- i. Coloring Contest to determine distribution, costs, rules, etc.
- ii. A Winnetka Neighborhood Council sponsored blood drive to determine cost, prior approvals needed, requirements, etc.
- iii. April-Spring Clean
- iv. May-Memorial Day Parade
- v. July-Participate in a 4<sup>th</sup> of July event
- vi. September-Talent Show
- vii. CicLAvia scheduled on December 8<sup>th</sup> 9am-3pm.

I. Discussion and possible action on "Spring" newsletter.

**5. OLD BUSINESS**

- A. Discussion and possible action on finalizing types of outreach materials needed at all events and setting timeline for completion and committee member responsible for each.

**6. GOOD OF THE ORDER**

**7. ADJOURN MEETING**

---

**THE AMERICAN 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 3 business days (72 hours) prior to the meeting you wish to attend by contacting either:

- The Winnetka NC Board Secretary via email at [secretary@winnetkanc.com](mailto:secretary@winnetkanc.com), or
- The Winnetka NC President via email at [duebersax@winnetkanc.com](mailto:duebersax@winnetkanc.com).

**PUBLIC ACCESS OF RECORDS**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority of or all the board in advance of a meeting may be viewed at our website: [www.winnetkanc.com](http://www.winnetkanc.com) 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 Winnetka NC Board Secretary via email at [secretary@winnetkanc.com](mailto:secretary@winnetkanc.com).