



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

c/o Winnetka Convention Center
20122 Vanowen St., Winnetka, CA 91306
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, February 4, 2020, 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 first 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 is available on our website at 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 minutes
- 2. COMMITTEE CHAIR UPDATE:** (Reeber) -1 minute
- 3. PUBLIC COMMENT:** Comments from the public on any items not specifically listed on this agenda -5 minutes
- 4. NEW BUSINESS**
 - A. Discussion and possible action to approve September 2019 meeting minutes -2 minutes
 - B. Discussion and possible action to approve October 2019 meeting minutes -2 minutes
 - C. Discussion and possible action to approve January 2020 meeting minutes -2 minutes
 - D. Discussion and possible action on how to increase stakeholder awareness and participation concerning -20 minutes
 - i. Winnetka Neighborhood Council in general
 - ii. Winnetka Neighborhood Council Committees
 - E. Discussion and possible action on Newsletter and other Social Media platforms -25 minutes
 - i. What information should be provided to stakeholders in Newsletter (what content)
 - ii. Develop a Social Media Posting Guideline and Schedule (who, what, when)
 - a. Website
 - b. Facebook
 - c. Instagram
 - d. Twitter
 - e. Nextdoor

- F. Discussion and possible action on Winnetka Centennial in 2022 -20 minutes
- i. Review and fine-tune the questionnaire to be posted on WNC website asking stakeholders how they want to celebrate
 - ii. Set initial loose timeline
- G. Discussion and possible action on Outreach giveaways in preparation for submitting to WNC Board for WNC Budget-Fiscal Year 2020-2021 -10 minutes

5. OLD BUSINESS

- A. Discussion and possible action on upcoming events -10 minutes
- i. April-Spring Clean
 - ii. May-Memorial Day Parade
 - iii. July-Participate in a 4th of July event
 - iv. October-Valley Emergency Preparation Fair
 - v. October-WRC Halloween Event
 - vi. Other events as identified (What other events can we participate in vs host until Outreach committee participation increases)
- B. Discussion and possible action on types of outreach materials needed -20 minutes
- i. What type of materials should WNC have at all events and do current materials need updated
 - ii. What materials should be distributed throughout the community and do current materials need updated
 - iii. Set timeline for completion and assign person responsible.

6. GOOD OF THE ORDER AND ADJOURN MEETING -1 minutes

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, or
- The Winnetka NC President via email at duebersax@winnetkanc.com.

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.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.

RECONSIDERATION AND GRIEVANCE PROCESS

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 or a committee at one of its meetings. Those grievances can be aired at the appropriate meeting. 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.

If 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.

SERVICIOS DE TRADUCCION

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.