



**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		Jill Kline

OUTREACH & SOCIAL MEDIA COMMITTEE MEETING MINUTES

Thursday, November 05, 2020, 7:00 PM
Virtual Meeting Teleconference using Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/83869962077?pwd=RXdJMXlY2VFZFQ3E0UmVpMkIrMHpUUT09>

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The Winnetka Neighborhood Council Outreach and 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 its Bylaws and the Brown Act.

VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, this Winnetka Neighborhood Council meeting will be conducted entirely telephonically. Every person wishing to address the Neighborhood Council must join meeting by any of the methods listed above.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS

Instructions on how to sign up for public comment will be given to listeners at the start of the meeting, or per the following:

[1] emailing board@winnetknc.com, [2] by clicking the 'raise hand' button via Zoom during the period allotted for public comment, or [3] by dialing *9 (if joining the meeting via telephone) to 'raise hand' during the period allotted for public comment when prompted by the presiding officer, to address the Committee on any agenda item before the Committee takes an action on an item. Comments from the public on agenda items will be heard when the respective item is being considered.

GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Committee meeting. Public comment is limited to 3 minutes per speaker, unless adjusted by the presiding chair of the Committee.

PUBLIC POSTING OF AGENDAS

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. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at the website: <https://www.lacity.org/subscriptions>

1. CONVENE MEETING (Roll Call, Introductions, Meeting Rules and Announcements) -2 minutes
Meeting called to order at 7:03 pm. Samantha Ludwig, Jill Kline, Lisa Reeber and Celia Vasquez in attendance. Franklin Solis absent.

2. COMMITTEE CHAIR UPDATE: (Reeber) - 1 minute

Lisa will reach out to Franklin one more time about committee membership.

- 3. PUBLIC COMMENT:** Comments from the public on any items not specifically listed on this agenda -6 minutes
Erick Lace reports that the Easy Up canopies and the new table covers have been received. He said that they still need labeled as to contents.

4. NEW BUSINESS

- A. Discussion and possible action to approve past minutes - 10 minutes
- i. July 2020 Special Meeting minutes
 - ii. August 2020 Meeting minutes
 - iii. September 2020 Meeting minutes
 - iv. October 2020 Meeting minutes

All minutes will be reviewed at next month's meeting.

- B. Discussion and possible action on change of Chair of Outreach and Social Media Committee – 10 Minutes

Lisa Reeber announced that she needs to step down as chair of this committee. Jill Kline stated she would be interested in being the chair. Lisa moved for Jill to be the Chair of the Outreach and Social Media Committee. Jill seconded the motion. Vote was taken: Samantha Ludwig-Yes, Lisa Reeber-Yes, Jill Kline-Yes and Celia Vasquez-Yes. Motion passed 4-0-0

5. OLD BUSINESS

- A. Discussion and possible action on the Outreach budget for WNC Budget-FY 2020-2021 - 5 minutes
- i. Update on budget approval for WNC FY 20/21 Budget

Samantha reports that there is nothing new with the outreach portion of budget so no need to further action will be needed.

- B. Discussion and possible action on newsletter – 45 minutes
- i. Update on printing and mailing quotes
 - ii. Update on submitted items for newsletter
 - iii. Work on items if needed

The following items for newsletter and person responsible were agreed to by members

Celia: Bitmoji picture, Christmas tree pick up, Contact info and Community Resources

Samantha: Calendar, picture to color, Covid-19 response

Jill: Website update, new businesses, join board or committee

Lisa: Summary of 2020, Winnetka facts

Erick: Bio of school principles

David: NC Role

Samantha and Jill: NPGs

- C. Discussion and possible action on increasing stakeholder awareness of WNC and increasing participation on committees -20 minutes
- i. Identifying and getting to know our stakeholders, doing a Power Map and making a plan
 - ii. Update on the proposed Speaker Series
- First item is on hold. Lisa sent out email to adjacent NCs and is waiting to hear back.

- D. Discussion and possible action concerning posting to social media (Jill Kline) – 10 minutes

- i. Proposed Social Media policy
- ii. Updates on social media posts

Jill presented a written response to the proposed social media policy. Jill offered to go to the BONC meeting to officially give the written response. Jill moved that the committee approve response and for Jill to be presenter and move item to the Board for final vote. Samantha seconded the motion. Vote was taken: Samantha-Yes, Jill-Yes, Lisa-Yes and Celia-Y. Motion passed 4-0-0.

5. GOOD OF THE ORDER AND ADJOURN MEETING -2 minutes

No further items were presented. The meeting was adjourned at 8:23 pm.

Minutes taken by Lisa Reeber, Outreach Chair

Minutes approved on 1-7-21

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 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.