



**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 SPECIAL MEETING MINUTES

Thursday, September 03, 2020, 7:00 PM

Virtual Meeting Teleconference using Zoom

The public is encouraged to join the meeting by:

[1] Going to <https://zoom.us/j/98562050888?pwd=U01kaUI5WElaWUt5YXIeazdjNjMydz09>

And entering Meeting ID: 985 6205 0888 and Passcode: WNCOSM0903

[2] Calling: (669) 900 6833 or (253) 215 8782 or (346) 248 7799 or (312) 626 6799 or (929) 205 6099 or (301) 715 8592 or Toll Free at 888 475 4499 or 833 548 0276 or 833 548 0282 or 877 853 5257 and

entering Webinar ID: 985 6205 0888 Passcode: 2790113218

board@winnetknc.com | www.winnetkaNC.com | @winnetkaNC

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

Going to WNC Zoom <https://zoom.us/j/98562050888?pwd=U01kaUI5WElaWUt5YXIeazdjNjMydz09> and entering Meeting ID and Password. Meeting ID: 985 6205 0888 and Password: WNCOSM0903

Or by dialing according to location at either +1 301 715 8592 US (Germantown) or +1 312 626 6799 US (Chicago) or +1 346 248 7799 US (Houston) or +1 669 900 6833 US (San Jose) or +1 929 205 6099 US (New York) or +1 253 215 8782 US (Tacoma) or by dialing toll-free at either 888 475 4499 or 833 548 0276 or 833 548 0282 or 877 853 5257 and entering the meeting ID and password. Meeting ID: 985 6205 0888 and Password: 2790113218

Or by One tap mobile +16699006833,,98562050888#,,,,,0#,,2790113218# US (San Jose) +12532158782,,98562050888#,,,,,0#,,2790113218# US (Tacoma)

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. 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 was convened at 7:04pm. Present are Lisa Reeber, Samantha Ludwig and Jill Kline. Celia Vasquez arrived at 7:15pm.

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

No update

3. PUBLIC COMMENT: Comments from the public on any items not specifically listed on this agenda -6 minutes

No public comment

4. NEW BUSINESS

- A. Discussion and possible action to approve past minutes - 4 minutes
i. July 2020 Special Meeting minutes

Samantha motioned to approve minutes and Jill seconded the motion. Minutes approved 3-0-0

- ii. August 2020 Meeting minutes
Minutes will be reviewed at future meeting.

- B. Discussion and possible action on virtual events to effectively reach stakeholders in lieu of in person events – 10 minutes **Item on hold**

- i. Art/mural solicitation for installation around Winnetka.
ii. WNC banners on light poles
iii. Other ideas

- 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
Jill shared the Power Map and gave instructions on completion. The completed maps will be discussed next month.

- ii. Update on the proposed Speaker Series
Lisa still needs to email the adjacent neighborhood councils.

5. OLD BUSINESS

- A. Discussion and possible action on the Outreach budget for WNC Budget-FY 2020-2021 -20 minutes
i. Update on cost of WNC logo masks and hand sanitizer

Further action is on hold due to budget unknowns

ii. Update on Social Media scheduling software
Jill reports that the cost of Hootsuite was \$348 for year and is recurring in August of each year. The postings about the need for board members have brought in a significant number of interested stakeholders.

iii. Update on budget approval for WNC FY 20/21 Budget
Samantha reports that the rollover amount approved by NC Funding is \$6801 and not \$10,000. The budget will be discussed at next board meeting and possible changes to Outreach budget will be determined.

- B. Discussion and possible action on newsletter – 25 minutes

i. Update on printing and mailing quotes
Lisa reports that LA Flyer gave an initial quote of \$5350 plus tax for printing and mailing. She is still waiting to hear back from other printers. Once all quotes are received, Lisa will present to board for final determination.

ii. Update on submitted items for newsletter
Jill stated that it will be too late to include Census information in the newsletter. Samantha suggested adding something about Halloween. Jill offered to help with the layout of newsletter. Committee will try to have items for newsletter submitted by September 17th with layout completed by September 30th. Samantha will get with David Uebersax to see if the layout for previous newsletters is accessible.

- C. Discussion and possible action on request from Board asking this committee to determine how to monitor citywide actions, events, motions, etc. to determine if there needs to be Board action. -20 minutes

i. Make list of all groups, sites, etc. to monitor **This was discussed at last meeting.**
ii. Identify WNC Council position or committee responsible for each **This was discussed at last meeting. A reminder to liaisons, etc will be given.**
iii. Set date for when this will be proposed to board. **This was determined to not be needed.**

- D. Discussion and possible action concerning posting to social media – 10 minutes

i. Review posting timeline-make any needed changes **This item is no longer needed.**

ii. determine postings for month and person responsible Jill reports that she and Wendy are getting enough posts out on all social media outlets. Jill did say if there is something we want to write about for the website it would still be helpful.

5. GOOD OF THE ORDER AND ADJOURN MEETING -2 minutes There were no further comments and meeting was adjourned at 8:37 pm.

Meeting minutes were taken by Lisa Reeber, Outreach Chair

Meeting minutes were approved on 11-5-20

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.