



**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 MINUTES

Tuesday, September 24, 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 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., 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 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 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. This period will last no longer than 5 minutes total.

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

Meeting convened at 7:06 pm. Ms. Reeber, Ms. Ludwig, Ms. Kline, Mr. Solis and Mr. Lace were in attendance.

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

No update this month.

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

No public comments.

### 4. NEW BUSINESS

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

Action tabled to October.

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

Action tabled to October.

C. Discussion and possible action on Valley Disaster Preparedness Fair (in coordination with the Public Safety Committee) concerning staffing levels, set up items needed, giveaways, etc. Event is October 12<sup>th</sup> from 9 am-1:30 pm (plus set-up and tear-down).

Ms. Ludwig will send a Google Doc event sign up form to all board. Ms. Ludwig will get needed materials from storage and set up the WNC booth along with Ms. Reeber and Ms. Kline.

D. Discussion and possible action on Halloween Festival concerning staffing

levels, set up items needed, giveaways, etc. Confirm event location, date and time.

Event is October 31<sup>st</sup> at the Winnetka Recreation Center from 3pm-7pm. Erick Lace will person the table. Mr. Solis, Ms. Reeber and Ms. Kline will be unavailable. Ms. Ludwig will let the committee know if she can be there.

E. Discussion and possible action on finalizing an Event Action Calendar to track events and show deadlines to follow both before and after the event that will make for a successful event.

Some discussion among all in attendance. No consensus was reached. Action tabled.

F. Discussion and possible action on how to best utilize our social media outlets, set a posting schedule and assign committee member to each outlet as appropriate

- i. Website
- ii. Instagram
- iii. Facebook
- iv. NextDoor
- v. Twitter
- vi. Newsletter (printed and e-format)
- vii. Others

Brief discussion on each item occurred but no action required from discussion. More formal discussion and action will occur at future meeting.

G. 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.

Tabled to future meeting.

H. Review, discussion and possible action on event related forms required by City Clerk, DONE, etc. Forms were reviewed and no action needed. Forms will be requested and completed as appropriate.

**5. GOOD OF THE ORDER [2 min]**

No additional comments.

**6. ADJOURN MEETING** The meeting was adjourned at 9:00 pm.

Minutes taken by Lisa Reeber. Minutes approved on 2-4-20

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**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 or all of 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).

**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 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.

**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.