



**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	Christopher Persuad	Eric Lewis	Erick Lace	Franklin Solis

OUTREACH & SOCIAL MEDIA COMMITTEE MEETING MINUTES

Thursday, July 25, 2018, 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. 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 Board's jurisdiction. The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board 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 Board has the discretion to modify the amount of time for any speaker. Before a Board 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 *Meeting convened at 7:00 pm.*

2. PLEDGE OF ALLEGIANCE [1 min]

3. COMMITTEE MEMBER ROLL CALL [1 min] *Lisa Reeber, Erick Lace, Samantha Ludwig and David Uebersax (arrived at 7:25 pm) were in attendance.*

4. MEETING RULES & ANNOUNCEMENTS [2 min]

5. COMMITTEE CHAIR UPDATE: (Reeber) *No report given.*

6. PUBLIC COMMENT: Comments from the public on any items not specifically listed on this agenda. Committee Members should not address or discuss these comments other than to direct matters to the Board for assignment to the appropriate Winnetka NC committee or other government agency. [3 min] *No public comment was given.*

7. NEW BUSINESS

A. Discussion and possible action on events/items from previous meetings

There are no records of previous happenings with this committee. All in attendance are unaware of any pending events.

B. Discussion and possible action on initiatives for 2019-2020 fiscal year

i. What does Outreach mean to this Council, what opportunities are we missing, how can we maximize our resources?

Outreach and Social Media Committee serves to

Let stakeholders know about the Winnetka Neighborhood Council and its purpose

Encourage stakeholders to be active in Neighborhood events

*Foster a sense of community among all stakeholders
Share information, news, concerns, etc. from the city to stakeholders and from stakeholders to city*

- ii. What does Social Media mean to this Council, what opportunities are we missing, how can we maximize our resources?

Social media is the main way the committee can disseminate important information. Currently we have a website, a Twitter account and a Facebook account. Instagram and Nextdoor are options for future. Also, start doing the newsletter again, make a brochure and ½ page flyers.

- iii. National Night Out on August 6th 6pm-Dusk followed by an outdoor movie

Lisa was told that about 200-300 people attend this event. Lisa will be able to work event. Contact list cards, stress balls and flashlights will be made available.

- iv. Valley Disaster Preparedness Fair Saturday October 12th 9am-1:30pm

Lisa will get information on the cost for a prize wheel to use at this and future events. First aid kits, flashlights, stress balls, pencils, magnets and whistles will be made available (if items arrive to WNC on time). A one paragraph statement that will go to all Winnetka residents who register for the fair, is requested by Bill Hopkins (the event coordinator for the fair). Lisa will finish the paragraph she started and give to Bill.

- C. Discussion and possible action on increasing the number of committee members

We need to contact Christopher and Franklin to see if either still wants to be on the committee. It was decided that the committee will stay at 5 members until all openings are filled and attendance is consistent.

8. GOOD OF THE ORDER [2 min]

A discussion on possible events to sponsor, participate in or host occurred. The following are regular commitments: Memorial Day Parade, National Night Out, Valley Disaster Preparedness Fair, Winnetka Rec Center Halloween Event, Coloring Contest. The following were given as suggestions: Movie Night, Spring Clean (have Outreach present), Blood Drive, Earth Day and 4th of July. The following were suggestions for entities to partner with for larger events: Chamber of Commerce, Other Neighborhood councils, Blumenfield's office, Valley Cultural Center, Historical Societies, Service Clubs

9. MEETING ADJOURNED *Meeting was adjourned at 9:00 pm*

Minutes approved 10-22-19

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 the either:

- The Winnetka NC Board Secretary via email at secretary@winnetkanc.com, or
- The Winnetka NC President via email at president@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 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.