



**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	Vacant

OUTREACH & SOCIAL MEDIA COMMITTEE MEETING MINUTES

Tuesday, August 27, 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. 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 7:05 pm.*

2. PLEDGE OF ALLEGIANCE [1 min]

3. COMMITTEE MEMBER ROLL CALL [1 min] *Lisa Reeber, Samantha Ludwig and Erick Lace 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 given.*

7. NEW BUSINESS

A. Discussion and possible action to approve July 2019 meeting minutes
Tabled until next month.

B. Summary of National Night Out event

There were roughly 300 people at event. About 75 came to the WNC table. About 1/3 asked what a Neighborhood Council is. We should have a flier at events that explains the Neighborhood Council system and talks about the part stakeholders play. While highlighting WNC it should state how

someone can find their own Neighborhood Council.

- C. Discussion and possible action on Valley Disaster Preparedness Fair (in coordination with the Public Safety Committee).
No new information has been received from event coordinator. Lisa presented a draft of the statement requested by Bill Hopkins. Jill and Samantha made suggestions. Lisa will finalize the paragraph and get to Bill.
- D. Discussion and possible action on developing 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.
Steps for putting on an event will be worked on at monthly committee meetings and as relevant to upcoming events. Information about events will be disseminated to stakeholders via website, newsletters and social media. This process will be defined.
- E. Discussion and possible action on finalizing what events the committee will commit to for remainder of 2019-2020 fiscal year.
Tentative events that will have a WNC presence
- | | |
|-----------------|---|
| <i>January</i> | <i>Coloring Contest</i> |
| <i>April</i> | <i>Spring Clean</i> |
| <i>May</i> | <i>Memorial Day Parade</i> |
| <i>June</i> | <i>Movie Night</i> |
| <i>July</i> | <i>4th of July event (possibly at Warner Center)</i> |
| <i>August</i> | <i>National Night Out</i> |
| <i>October</i> | <i>Valley Disaster Preparedness Fair</i> |
| <i>October</i> | <i>Winnetka Rec Center Halloween Event</i> |
| <i>December</i> | <i>Blood Drive</i> |
- F. Discussion and possible action on how to best utilize our social media outlets
- i. Website
Lisa will start to go page by page and ask the appropriate person to update the information
 - ii. Instagram
 - iii. Facebook
The admin password, etc. needs to be obtained so someone on Outreach can start assisting with updating the information.
 - iv. NextDoor
 - v. Twitter
 - vi. Newsletter
A newsletter will be produced and ready for January and July
 - vii. Others
Jill stated that all the agendas are different formats and name placards, etc. are needed by all board members and not just some. She offered to make templates of these and time cards.
- 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*
- H. Discussion and possible action on recruiting stakeholders to participate on committee
Jill Kline attended the meeting and voiced her desire to be on the committee. The committee voted to appoint her to the committee. Erick Lace motioned to appoint Jill to the committee. Samantha Ludwig seconded the motion. A vote was taken and the results are 3-0-0 to appoint Jill to the committee. Christopher Persaud was removed from the committee.

8. GOOD OF THE ORDER [2 min]

9. MEETING ADJOURNED *Meeting adjourned at 9:10 pm*

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 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.