



**LEGALLY REQUIRED OFFICIAL POSTING**  
**PLEASE DO NOT REMOVE UNTIL AFTER BELOW DATE AND TIME**

## **North Hills West Neighborhood Council**

### **SPECIAL JOINT Board and Events, Marketing, & Outreach Committee Meeting**

FINAL Agenda shall be Posted 24 Hours Prior to Meeting – All Meetings are open to the Public

Wednesday, June 17, 2020 6:30 PM

This will be a Zoom Meeting those wishing to participate by telephone may dial (669) 900 6833 or Toll Free: 833-548-8592 or 877-853-5257 or 888-475-4499 to join the meeting.

Enter this webinar ID: 980 4930 9132 then Press #.

To join the webinar via computer, please click this link: <https://zoom.us/j/98049309132> or copy this url and enter it in your browser. The City and EmpowerLA have provided the tools, processes, and training on virtual meetings; the North Hills West Neighborhood Council is up and running and we invite you to join us.

#### **Events, Outreach & Marketing Committee Members**

Carol Hart – Chair, David Hyman, Anita Goldbaum, Helen Donovan

All agenda items are subject to discussion and possible action.

Please note the presiding officers of either committee may take items out of order.

All speaker cards must be submitted to the secretary before the meeting begins.

The public is requested to fill out a “Speaker Card” to address the Committees on any agenda item before being heard. The Board can only respond to comments on items which are on the agenda.

Supporting documents available on our website at: [www.nhwnc.net](http://www.nhwnc.net)

#### **ALL AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION BY THE BOARD**

**PUBLIC COMMENTS ON NON-AGENDIZED ITEMS** (Public Comments Limited to 1 Minute Only) The public may provide comments on non-agenda items within either Committee’s subject matter jurisdiction. Please note that under the Brown Act, we are prevented from acting on the issue you bring to our attention until the matter is agendized for discussion at a future public meeting.

1. **Call Meeting to Order, Announcements**   2. **Roll Call** for determination of quorum & voting eligibility
3. **Public Agency Speakers and Announcements** – Jose Galdamez, Neighborhood Empowerment Advocate may inform the assembly of upcoming EmpowerLA events and offer an explanation of the encumbrance process.
4. **General Public Comments** - 2 minutes per Speaker – the public may provide comments to the Board on non-agenda items within the Board’s subject matter jurisdiction. Please note, however, that under the Brown Act, the Board/Committee is prevented from acting on the issue you bring to its attention until the matter is placed on a future agenda for discussion at a later date.

5. **Previous Meeting Minutes DRAFT** – Review and possible approval of 3/11/20 meeting minutes. (To be posted online in advance for review).
6. **Discuss the Westsider Newsletter** – plan the release of two 4-page newsletters informing Stakeholders of events taking place in and around North Hills West and issues which may affect us all. (up to 10,000 copies x 2)
- a) After discussion, motion to approve the plan, pricing, and designate vendor (or vendors) to be used.
  - b) Motion recommending Board approval of agreed upon newsletter printing, processing, & mailing at a cost not to exceed \$3,999.
7. **“Welcome to the Neighborhood!” Postcard Mailers for New Stakeholders** – Discussion and possible motion approving the design & expenditure for set-up and printing of undated, general welcome mailers to be mailed out monthly as new people arrive in NHWNC district to include information on the council, local restaurants and businesses, and contacts for elected representatives at City, County, State, and Federal level.
- a) After discussion, motion to approve the plan, pricing, and designate vendor (or vendors) to be used.
  - b) Motion recommending Board approval of agreed upon newsletter printing, processing, & mailing at a cost not to exceed \$2,999.
8. **Restock Promotional Materials** – Discussion and possible motion to approve expenditure to purchase NHWNC hand fans, key chain flashlights, bottle-opener refrigerator magnets, jar openers, potholders, etc...
- a) After discussion, motion to approve the plan, pricing, and designate vendor (or vendors) to be used.
  - b) Motion recommending Board approval of agreed upon newsletter printing, processing, & mailing at a cost not to exceed \$1,999.
9. **NHWNC Banners** – Discussion and possible motion to approve purchase NHWNC *durable* Light Pole Banners to replace the old, lost (shredded) banner with as many as we can buy and get installed for up to \$4999.
- a) After discussion, motion to approve the plan, pricing, and designate vendor (or vendors) to be used.
  - b) Motion recommending Board approval of agreed upon newsletter printing, processing, & mailing at a cost not to exceed \$4,999.
10. **UPDATE:** The previously approved **North Hills West Neighborhood Council Monument sign** is a complex work in progress, a final report is pending permits needed and final funding approval – Dan Gibson is on top of this!
11. **Motion to Adjourn** – [approximately 8:00 pm]

**North Hills West Neighborhood Council & Committee Agendas are posted for public review at Uncle Joe’s Donuts – 8704 Woodley – North Hills CA 91343 and posted on the NHWNC website [www.nhwnc.net](http://www.nhwnc.net)**

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the board on any item on the Agenda PRIOR to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments on other matters, not appearing on the Agenda that are within the board’s subject matter jurisdiction, will be heard during the Public Comment period.

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 or services, may be provided upon request. If you require language services translation services and to ensure availability of services, please make your requests at least three (3) business days (72

hours) prior to the meeting you wish to attend by contacting Dan Gibson, Board President, via email at [dgibson.nhwnc@gmail.com](mailto:dgibson.nhwnc@gmail.com) or by phone 818-903-2259.

**RECONSIDERATION PROCESS:** Reconsideration of a vote by the Board may be called as a motion by the Board members that voted on the prevailing side of the decision.

**GRIEVANCE PROCESS:** A stakeholder or group of stakeholders may preset a grievance concerning the legality of actions by the Board during public comment. Substantive grievances will be examined by a panel set by the Board and the decisions may be appealed to the Department of Neighborhood Empowerment.

**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 its meetings, may be viewed at the board meeting. Documents may also be reviewed by going to the Board's website [www.nhwnc.net](http://www.nhwnc.net) .

In addition, if you would like a copy of any record related to an item on the agenda please contact Board Secretary Dave Brown at [secretary@nhwnc.net](mailto:secretary@nhwnc.net) by phone 818-903-2259 or mail to NHWNC – PO Box 2091 – North Hills – CA – 91393.

**NHWNC BYLAWS** – Please be advised that the bylaws of the North Hills West Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the bylaws are available during every meeting.

In compliance with 'government code section 5497.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting may be obtained from the Department of Neighborhood Empowerment by contacting 213-978-1551 or [NCSupport@lacity.org](mailto:NCSupport@lacity.org).

For More Information About The NHWNC Please Call – 818-892-8899 – Or Send Mail To PO Box 2091 – North Hills CA 91393-2091. We look forward to hearing from you!

*SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR AL CONCEJO VECINAL 3 DÍAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR CONTACTE A DAN GIBSON, PRESIDENTE DE LA MESA, POR EMAIL A [dgibson.nhwnc@gmail.com](mailto:dgibson.nhwnc@gmail.com) O POR TELEFONO 818-903-2259.*

**Please Do Not Remove Before June 18, 2020**