



**NORTH HILLS WEST
NEIGHBORHOOD COUNCIL
GENERAL BOARD MEETING AGENDA**

Posted 72 hours prior to meeting - All Meetings are open to the Public



Thursday, February 16, 2017 from 7:00 - 9:30 pm

NEW HORIZONS - SAM'S CAFÉ @ 15725 PARTHENIA STREET NORTH HILLS, CA 91343

Refreshments and Meet & Greet @ 6:30 PM

EXECUTIVE OFFICERS

Dan Gibson - President, David Phelps - Vice President, Armando Diaz - Treasurer, Dave Brown - Secretary

BOARD MEMBERS

Jay Beeber, Garry Fordyce, Punam Gohel, Carol Hart, David Hyman, Sam Kwasman,
Antonino Lovato, Madlena Minasian, Kreshell Ramey
Michael J. Kabo - Parliamentarian

**ALL AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION BY THE BOARD.
PLEASE NOTE THE PRESIDING OFFICER OF THE BOARD 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 Board on any agenda item before the Board takes an action. Public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker.

1. **Welcome and Pledge of Allegiance**
2. **Roll Call and announcement of Quorum and Voting Eligibility.**
3. **Announcements and Comments - President.**
4. **Discussion and possible action to approve the January 19, 2017 General Board Meeting Minutes.**
5. **Public Agency Speakers and Announcements.**
6. **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. However, please note that under the Brown Act, the Board is prevented from acting on the issue you bring to its attention until the matter is agendized for discussion at a future public meeting.

7. **Presentation by Stacey Burmaster, Housing Services Manager and Susan Michaels, Chief Programming Officer concerning local services provided by New Directions for Veterans. (10 min.)**
8. **Presentation by Joe Federico TNR Training & Admissions Support Volunteer for FixNation concerning their Trap, Neuter & Release service for feral, stray and domestic cats. (10 min.)**
9. **Discussion and possible action to ratify the President's recommended Chair and Member appointments and changes to Standing and Ad Hoc committees.**
10. **Discussion and possible action to approve the NHWNC January 2017 Monthly Expense Report.**
11. **Discussion and possible action to award a Neighborhood Purposes Grant in the amount of \$500.00 to Operation Blankets of Love. (10 min.)**

OBOL is a 501(c)(3) animal welfare and emergency relief nonprofit which provides services and programs to North Hills West and surrounding areas. OBOL services do not simply help animals in need - we also impact people who care about animals. OBOL helps homeless people and low-income seniors keep their pets safe and healthy. OBOL also brings humane education programs to many school children and youth groups each year.

12. **Discussion and possible action to approve a Neighborhood Purposes Grant in the amount of \$850.00 to the Southern California Preparedness Foundation for the 10th Annual Valley Disaster Preparedness Fair.**

This Emergency and Disaster Preparedness Fair, which regularly draws over 3,000 participants, benefits the Neighborhood Council and surrounding communities by increasing neighborhood awareness, providing education and training, and enhancing whole community disaster preparedness. This event is family-friendly, open to the public, and free to attendees. Free Family Emergency Preparedness (EP) Starter kits (while supplies last), will be given to registered families attending the Fair. Additionally, a free lunch is offered while supplies last. The grant money will be used to procure supplies, services, and rentals in support of the Annual Valley Disaster Preparedness Fair which provides Family Emergency Preparedness starter kits, informative presentations, displays and basic trainings, in a family-friendly environment.

13. **Discussion and possible action to approve a NHWNC OPEN HOUSE EVENT on Sat. March 18, 2017, at New Horizons from 1-4 pm. This would be a major event for North Hills West stakeholders to meet their elected City Officials, City Dept. Heads and Representatives, as well as the Neighborhood Council Board Members.**
14. **Discussion and possible action to approve a total of \$9,000.00 in expenditures for the Open House as per the following estimates:**
 - a. **Printing and Mailing** 8,000 6X11 postcards to North Hills West residents and businesses via Every Door Direct Mailing (EDDM) and 500 printed invitations for placement at various locations. (Two cost estimates provided.) **\$3,500.00**
 - b. **Food and Beverages** for approximately 250 guests @ \$10.00 each. To be purchased primarily at Costco. (Summary of Costco food options provided.) **\$2,500.00**
 - c. **Facility Rental** (New Horizon's - Sam's Café for 4 hours @ 200.00 per hr.) **\$800.00**

- d. Purchase of various promotional logo items for seven information tables concerning various topics. Total \$1,600 as per the following estimates:
 - 500 Keychain/LED flashlights @ \$0.60 - \$0.80 each and 500 bag clips @ \$0.80 each plus tax and shipping. **\$1,000.00**
 - 48 white Hats for board/committee members and volunteers for this and future events - \$210 plus tax and shipping. **\$250.00**
 - 24 white Polo Shirts for board/committee members and volunteers for this and future events - \$210 plus tax and shipping. **\$350.00**
- e. Miscellaneous incidentals and cost overruns. **\$600.00**

15. Review, discussion and possible action to approve the content of the Westsider Newsletter draft by Board Member Carol Hart. Funding for \$3,000.00 was previously approved for printing and mailing.

16. Discussion and possible action to approve a \$100.00 expenditure to cover additional printing and set up and shipping costs for 500 logo pens. Original approval was for \$300.00.

17. Discussion and possible action to approve a \$200.00 expenditure for Sound Equipment Repairs. Two desk microphones are in need of repair.

18. Discussion and possible action to approve Treasurer's recommendations to revise budget category amounts.

19. Website Report - Dave Brown

20. Budget Representatives Report

21. Homelessness Report - Kreshell Ramey

22. Committee Chair Reports

- | | |
|----------------------|---------------|
| a. Outreach | Sam Kwasman |
| b. Beautification | Carol Hart |
| c. Emergency Prep/PS | Dave Brown |
| d. Land Use | David Phelps |
| e. Rules & Elections | Punam Gohel |
| f. Education | Garry Fordyce |
| g. Budget & Finance | Armando Diaz |

23. Board Member Comments (1- 2 minutes each)

24. Requests For Future Agenda Items

25. Motion to Adjourn

The North Hills West Neighborhood Council Agenda is posted for public review at the following North Hills West locations: Uncle Joe's Donuts - 8704 Woodley Avenue and on our website at 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 on Non-Agendized Items period.

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 Dan Gibson, Board President, via email at dgibson.nhwnc@gmail.com or by phone 818-809-9158

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 present 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 a meeting, may be viewed at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda please contact Dan Gibson, Board President, via email at dgibson.nhwnc@gmail.com, by phone 818-809-9158 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.

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 O POR TELEFONO 818-809-9158.

Please Do Not Remove Before February 17, 2017



PRAIRIE PRESS

20211 Prairie Street Unit A, Chatsworth, CA 91311
(818) 701-0880 FAX (818) 701-1293

Invoice

DATE	INVOICE#
2/08/2017	116740

BILL TO:

NORTH HILLS WEST NEIGHBORHOOD COUNCIL
PO BOX 2091
NORTH HILLS, CA 91343

SAM KWASMAN

P.O. NUMBER	TERMS	PROJECT
	C.O.D	

QUANTITY	DESCRIPTION	RATE	AMOUNT
8500	6" X 11" 16PT POSTCARDS WITH FULL UV ON THE FRONT ONLY, NO UV COATING ON THE BACK 8500 @.12 CENTS EACH = \$1.020	.12	1,020.00
	SUBTOTAL		1,020.00
	2 TO 4 WORKING DAYS 50% DEPOSIT ON FIRST JOB		
	SALE TAX	9.00%	91.80

Prairie Press price are calculated on "cash with order" basis. Therefore, all orders are on a cash basis unless credit is already established. Terms on established credit accounts: Net on presentation. Balances unpaid after 30 days from date of invoice are subject to late payment charge of 1.5% per month, or maximum allowed by law if different, together with expenses incidental to collection, including reasonable attorney's fees.

TOTAL	1,111.80
BALANCE DUE	1,111.80

Received by _____ DATE _____

Ph: 818-970-3135 Fax: 818-936-0555
P.O. Box 190 Woodland Hills, Ca 91365

Chase Avenue Production
DIRECT MAIL SERVICES



Estimate

Customer Information

North Hills Neighborhood
North Hills, Ca
Attention:
Ph: (818)
Fax: (818)

Job Information

Estimate # 7351
Est Date: 02/09/2017
Account Rep: Faye Kohan
Email: faye@chaseave.com
Job Name: STD Postcards 6x11

Qty	Description	Per Piece Price	Cost
1	Load Data files		
1	NCOA Processing / Data base up date, correction and merge (required by post office)	\$25.00	\$25.00
1	Setup	\$50.00	\$50.00
8500	Ink-Jet Addressing /Printing address up to 4 lines on Standard size Postcards (6x11) Postcards supplied by client with printed returned address and Indicia NO Coating	\$00.03	\$255.00
1	Deliver to Post Office (Santa Clarita) special discount (No Charge)	\$65.00	N/C
8500	Estimated Postage cost based on Standard bulk mail weights 3.3 oz or less Std Ltr Mixed AADC (Estimated cost may be vary from \$00.25-\$00.301 based on provided address data) <u>Customers Permit</u> <u>If qualify for DSCF may go as low as \$00.237</u>	\$00.253	N/A

*Above Estimates are based on Mailing list, data and all printed material will be provided by client unless be stated otherwise.
*Postage must be receive 24 hours in advance mail date

Sub Total: \$330.00
Tax: \$00.00
Total Services: \$330.00
Postage: See above
Total Incl. Postage: N/A

Thank you for the opportunity to provide a quotation on this project. Unless otherwise stated on this quotation, Chase Avenue assumes that all materials are of good processing quality. This quotation is based upon Chase Avenue's understanding of the mailing piece and the processing requirements. Should the mailing piece, processing requirements or quantities differ from what is expected, Chase Avenue reserves the right to modify prices accordingly. Acceptance of orders is subject to Chase Avenue's STANDARD TERMS AND CONDITIONS. If you are not familiar with these and a copy has not been provided with this quotation, please request a copy prior to authorizing work. Any modifications to the STANDARD TERMS AND CONDITIONS must be in writing and signed by an officer of Chase Avenue.

- Postage is due 3 days in advance of mailing for all jobs using Chase Avenue permit and 1 day prior to the start of the job (minimum 3 days total) for all jobs requiring metering or stamping
- Services are COD on all first time orders. Future terms will be determined credit approval
- Client agrees to be fully responsible for any and all printing, processing, postage and trucking costs attributed to their mailing.
- Unless specifically "estimated" herein, this quotation does not includes postage costs.
- This quotation is good for 30 days from the proposal date. All prices are subjected to adjustment in order to reflect any actual change in cost at the time production begins
- Any leftover material will be returned if client requested, otherwise the material will be destroyed after 60 days unless client has worked out storage arrangements in writing.

OPEN HOUSE PRINTING & MAILING

Let me know what to do.

6x11 is not a EDDM size, 6x12 is the next size.

Pricing for printing the 6x12:
Full UV Both sides (8500 - \$1000)
Front UV (8500 - \$1000)

Bundling Fee - \$200

EDDM Price is based on USPS



Jim
service@nizeprinting.com / 818.350.4431
Nize Printing
1631 Maria St. #101, Burbank CA 91504
www.nizeprinting.com





Every Door Direct Mail®

[Select Routes](#)
[Find an Expert](#)
[Using EDDM®](#)
[Mailpiece
Size Checker](#)

91343

Order Summary

ROUTE

RESIDENTIAL

BUSINESS

TOTAL

AGE 25-44

SIZE

INCOME

COST

Individual Routes Selected

20

[Post Office™ Drop-Offs](#)

1

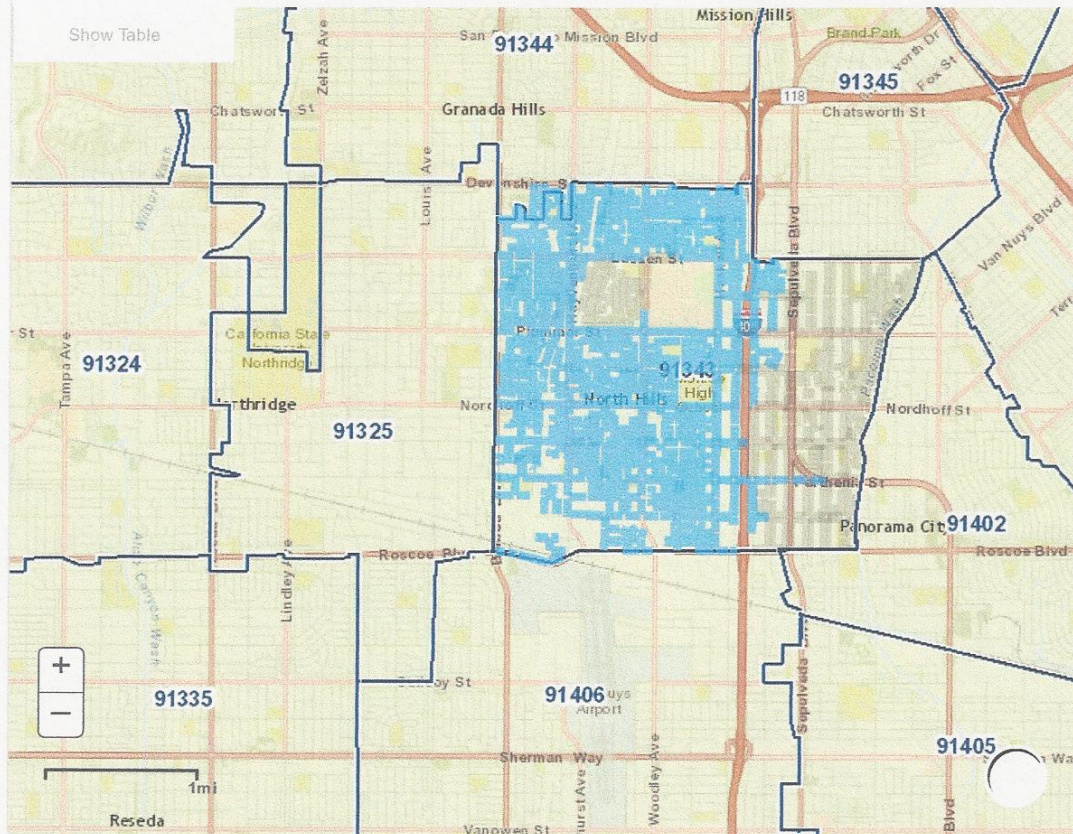
Total Delivery Addresses [Clear](#)

8653

Approximate Cost

\$1531.58

**Your Every Door Direct
Mail order cannot
exceed 5000 pieces. Please
reduce your order amount to
continue.**

[Continue](#)
[Save](#)


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Jan 6, 2017

TO: North Hills West N. C
From: Outreach Committee

PROJECT TITLE: "Meet and Greet" Gathering
PROJECT DESCRIPTION: Food Options and
Price
Date: Possibly March 18, 2017

DESCRIPTION	QUANTITY	UNIT PRICE	COST
Croissant Sandwich Platter	Serves 16 to 20	\$ 29.99	
Roasted Chicken & Swiss Roller Platter	Serves 20 to 24	\$ 29.99	
Meat & Cheese Platter	Serves 16 to 20	\$ 26.99	
Shrimp Platter	Serves 20 to 24	\$ 39.99	
Quinoa Salad	3 lbs.	\$ 15.00	
Pizza	1	\$ 8.99	
Sheet Cake 1/2 sheet only	Serves 48	\$ 18.99	
Cookie Tray Variety	60 count	\$ 15.99	
Subtotal			
Tax 8.25%			
TOTAL			

Sandwich platter is Chicken with Provolone, Roast Beef w/Cheddar and Ham w/ Swiss

Roller Platter is Cranberry Cream Cheese w/ Swiss Cheese Sliced Tomato and Lettuce

Meat & Cheese Platter is Roast Beef, Roast Chicken and Ham....Cheeses are Cheddar, Swiss and Provolone

Pizza is either Pepperoni or 5 meat combo

Cheese cakes are \$ 16.99

All American Chocolate Cake \$ 16.99

We can also pick up Potato Salad and Cole Slaw or a Green Salad

Just thought with some of these choices and prices, we could come up with a realistic food budget

Happy Trails,

Maggie Elliott

Quote # G4844374A: **\$354.80 TOTAL DELIVERED** ✓

Price Includes 1 Color Front **

Estimated Delivery Date: 02/21/2017 *

Base Price: 500 Pieces @ \$0.593 Ea. = \$296.50 ✓

Service: 1 Day(s)

Location 1: Imprint Front

Run Charge 1: 500 @ \$0.00 Ea. = \$0.00

Setup Charge 1: 1 @ \$0.00 Ea. = \$0.00

Reimbursement for CALIFORNIA Sales Tax will be Additional

Shipping: \$58.30 Total (UPS Ground to 91343)

* All approvals and payment must be received by 09:00 AM on 02/13/2017 (pending stock availability).

** Quote valid until 03/12/2017.

-----Original Message-----

From: Quality Logo Products Customer Service <custservice@qualitylogoproducts.com>

To: 'agold16113@aol.com' <agold16113@aol.com>

Sent: Fri, Feb 10, 2017 12:50 pm

Subject: Reorder verification for the 4" Bag Clip (qualitylogoproducts) 2-10-17

Aniita,



ART APPROVAL

ORDER #: 5040555ZZ
IMPRINT VERSION: 3
ITEM #: Q24774

PLEASE READ:
We are **not** responsible for misinterpretations of this proof. If you have any questions on how the imprint will appear on the product, please **DO NOT APPROVE** and call the Art Dept. at 866-312-5646 x 9.

APPROVAL REQUIRED

SIGNATURE _____ DATE _____

ITEM COLOR: WHITE

LOCATION - 1 FRONT

MAX IMPRINT AREA: 2" W x 1/2" H
ACTUAL PRINT SIZE: 1.98" x 0.40"

IMPRINT COLOR:

RUN 1: PMS 347
RUN 2: XXXXXX
RUN 3: XXXXXX
RUN 4: XXXXXX
RUN 5: XXXXXX

500 = 354.80

Art 100% to Size
Art Modified to Increase Print Quality:

NORTH HILLS WEST NEIGHBORHOOD COUNCIL
www.nhwnet.net (818) 809-9158
"Fostering Community"



FOR REFERENCE ONLY
(NOT EXACT SIZE/PROPORTION/PLACEMENT)

Small lines may fill and detail may be lost.

Dotted Line Shows
Maximum Imprint Area
(This Won't Print)

PROOF SCALE
THIS SHOULD MEASURE
1 INCH

ESTIMATED ARRIVAL DATE: 7/1 *
*If ALL Approvals Are Completed by 4pm (GST): 6/19

Please **DOUBLE CHECK** All Spelling, Imprint Color(s), Imprint Location(s), and Item Color(s) for Accuracy Before Approving.

Acceptance of this Art Approval constitutes a binding contract for the Buyer ("You") to pay Quality Logo Products ("We") and accept delivery of the goods as specified in the proof and order acknowledgment. The individual that approves this Art Approval on behalf of You agrees and affirmatively represents that they have the full authority to approve it on behalf of You. We accept submissions from You on an "as is" basis and do not review, analyze or otherwise inspect the work. The individual who signs this Art Approval warrants that You have the right to use the artwork submitted, and indemnifies us against all third parties relating to claims of trademark infringement, copyright infringement, unfair competition or related intellectual property federal or state claims. Once this Art Approval is approved by You, the prints printed by us are non-refundable, as long as we print the order in accordance with the specifications and proof.

A Pre-production prototype item can be provided to You upon your pre-production request and payment of a separate fee. Exact color match cannot be guaranteed by us. Item colors may affect the appearance of imprint colors. Color misrepresentation of 1/16" is considered acceptable but may be different depending on the item. Exact color replication for reorders may vary. We cannot be held responsible for any misrepresentation of colors due to the difference in monitor or printer output. PMS colors are recommended to ensure color accuracy.

Quality Logo Products, Inc.

www.qualitylogoproducts.com

Need Help? [Call 866-312-LOGO \(5646\)](tel:866-312-LOGO)

$$.79 \times 500 = 395 + Tx - SH$$

$$.78 \times 750 = 585 + Tx - SH$$

Simple Touch LED Key Chain

Trade Show Giveaways Simple Touch LED Key Chain

Product Images & Colors



Showing 1 - 7 of 7



Item# Q48175

Take the **NEXT STEP:****Need Help?** Call 866-312-5646 for personal assistance.

Ink Imprint (7 Day)

Ink Imprint (3 Day)

Blank Pricing

Quantity:	100 (Min.)	200+	350+	500+	750+	1,000+
Reg. Price:	\$1.62 ea.	\$1.10 ea.	\$1.08 ea.	\$1.07 ea.	\$1.07 ea.	\$1.04 ea.
Sale Price:	\$1.26 ea.	\$0.81 ea.	\$0.80 ea.	\$0.79 ea.	\$0.78 ea.	\$0.77 ea.

\$770 + \$28 Setup = \$798** (qty 1000)Price **includes** 1 Color / 1 Location Imprint

Shipping & Handling Additional

Sale Ends: **Feb 28, 2017****You Save \$270 (26%)**

Item Details

Decoration Options

Delivery Schedule

Write a Review!

Most of the times when you'll need a flashlight are times that you don't really plan to have one. Maybe your computer has stopped working and you need to check under the desk to see if one of the wires has come loose.

Our testing sample was lightweight and easy to attach to a key chain. The light was very bright, and the push button was easy to press down.

The **Simple Touch LED Key Chain** from Quality Logo Products features:

- a pocket-sized plastic casing, available in your choice of several colors
- a strong LED light operated by a simple push button
- a split ring swivel key chain
- your business logo or message prominently

Electronic Proof: **FREE**Artwork / Typesetting: **FREE**

Blank Pricing: Only \$0.44 each

Ink Imprint Colors: [View Colors](#)Setup Charge: [Click Here](#)

Material: ABS Plastic

Item Size***:

2.375" H x 1" W x 0.875" D

QCA Certified Supplier: No

Available **PRODUCT** Color(s):☐ Black☐ Blue

**Rivet LED Key Light**Price **\$0.75** - \$2.71 ea.

Order as few as 33

Item #: Q14504

**Round Simple Touch LED Key Chain**Price **\$0.80** - \$1.43 ea.

Order as few as 100

Item #: Q48180

**Slim Line LED Key Light**Price **\$0.59** - \$1.48 ea.

Order as few as 100

Item #: Q30991

**Simple Touch LED Key Chain**Price **\$0.66** - \$1.26 ea.

Order as few as 100

Item #: Q48175

**Pocket LED Keylight**Price **\$1.91** - \$3.83 ea.

Order as few as 50

Item #: Q51340

**Aluminum LED Opener Key Chain**Price **\$1.85** - \$3.20 ea.

Order as few as 50

Item #: Q49205

**Illuminator LED Key Light**Price **\$1.95** - \$3.89 ea.

Order as few as 72

Item #: Q11134

**Pressalite LED Squeeze Lite Keychain**Price **\$1.99** - \$4.30 ea.

Order as few as 50

Item #: Q44968

**Quantum LED Light (White Light)**Price **\$1.02** - \$1.83 ea.

Order as few as 125

Item #: Q2447

**Lithium White LED Lite**

1.79 - 2.02

**Rectangle LED Keylight****LED Keylight Bottle Opener**