

Alicia Clairet

Daniel Davis

Dawn Jacobs

Jaycynda Trifone-Woodruff

Joshua Jeffrey

Kevin Davis

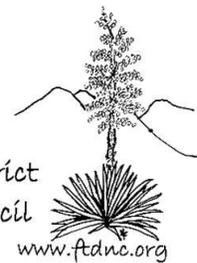
Laurie Thoms

Michael Carpenter

Sharon Washington

Foothill Trails District

Neighborhood Council



Foothill Trails District Neighborhood Council

COMMUNICATIONS AND OUTREACH COMMITTEE MINUTES (DRAFT)

August 3, 2017 at 7:30 pm.

FTDNC Office, 9747 Wheatland Ave, Shadow Hills, CA

Regular meetings are scheduled on the first Thursday of each month at 7:30pm

1. Call to order and Pledge of Allegiance. *Meeting was called to order at 7:32 pm.*
2. Roll call and declaration of a quorum. *Jaycynda Trifone-Woodruff and Joshua Jeffrey were present, quorum was declared.*
3. Welcome to new stakeholders wishing to join the Communications and Outreach Committee. *Josh officially affirmed his choice to remain on the committee. President Kevin Davis was appointed to the committee to assure minimum of 3 members for committees. Nancy Woodruff was designated first alternate, Sharon Washington was designated second alternate. Motion to designate alternates by Josh, second by Jaycynda. Passed 2-0.*
4. Opening comments by the acting Chairperson. *Acting Chairperson thanked everyone for coming and explained that the agenda for the evening was intended to work to get the outreach committee back to a functioning level and was mostly to gather ideas and prepare for the coming months.*
5. Comments by public representatives. *None.*
6. Presentation/Discussion/Possible Action to draft updated statement for FTDNC Strategic Plan. *The strategic plan for outreach was defined as: The Outreach Committee plans to revitalize engagement with the community through face-to-face interaction and an effective web presence. Nancy motion, Josh second, passed 3-0. Josh also discussed utilizing part or all of previous outreach surveys.*
7. Presentation/Discussion/Possible Action to create a master list of possible projects for Outreach Committee going forward. *Most of the items were discussed in terms of whether the projects had merit and the priority/anticipated project activity length/time to commencement or completion.*
 - a. Website *The website is of course important and needs updating, but it is not the only priority. Josh asked how do we work with what we have, and suggested Jaycy ask Kelly Rose and Jess Lewis about the member list.*
 - b. Flyers/Posters *Flyers and posters may be combined with election materials, pending how the Elections were to be done. We anticipated starting to talk about details on the flyers.*
 - c. Poster/Banner placement in community *We anticipate assignments for placement would be made next month.*
 - d. Activity Books *We anticipate this being a longer term project, intended to begin after a few others and will likely take some time. Nancy suggested talking to SVANC.*
 - e. Calendars *Josh recommended we speak to DONE in relation to the project and the flyers. Josh moved to present the project to the general board, with a flyer draft etc. Nancy seconded motion. Motion passed 3-0.*



- f. Quarterly Events *There are so many ideas, and this would likely be a project we'll start a little later.*
 - g. Monthly La Tuna Canyon Farmer's Market *Josh recommends maybe more of a bazaar event or a yard sale. He recommends talking to DONE about how to get this done.*
 - h. Attendance at various community group meetings *Discussion tabled.*
 - i. Boothing at events *Jaycy would like teams of 2 at official events IF POSSIBLE, with branding by t-shirts. Jaycy would like to be at as many events as possible, if we can get people to go.*
 - j. Educational Presentations at general board meetings/other nights. *There are so many ideas for presentations of all kinds. We need to work on this more.*
 - k. YouTube and other video commercials/presentations *Josh indicated Daniel Davis has stuff and runs YouTube, we'll need to get in touch with him.*
 - l. Walk-on suggestions. *A letter to Monica Rodriguez and other councilpersons was submitted in relation to requesting the NCs as a whole be involved in a meaningful way with the 2028 Olympics. Motion to approve letter as amended to submit to the General Board by Josh, Nancy second. Passed 3-0.*
8. Presentation/Discussion/Possible Action to request funding for Outreach Committee supplies. *Josh motion to request funding not more than 1000 for "quality of life" supplies (3 totes, laminators, a cooler, chairs, and other items such as zip ties and laminating materials).*
 9. Presentation/Discussion/Possible Action to support Equine Fair in October. (Equestrian Committee representative) *Item Tabled.*
 10. Presentation/Discussion/Possible Action to make recommendations to FTDNC General Board re: status of Outreach Committee. *Josh moved to make a recommendation to the Executive Board that a permanent chair be appointed/confirmed at the next general board meeting, or if no permanent chair can be found, a long-term outreach strategy be built. Josh moved, Jaycy second, motion passed 2-0. (motion discussed before Nancy arrived)*
 11. Presentation/Discussion/Possible Action to amend and/or approve any outstanding Outreach Committee meeting minutes. *Item was tabled pending contact with Kelly Rose and Jess Lewis.*
 12. Presentation/Discussion/Possible Action to make recommendations for the September 7, 2017 Outreach and Communications Committee meeting. *In addition to updates on items on this agenda, discussions on stamping the gloves, the creation of a certificate of appreciation, and to move the meeting to 7pm.*
 13. Public Comment on items not listed on the agenda.
 14. Final comments by committee members. *Nancy had no comments. Josh expressed happiness that the committee had some long term plans and goals. Jaycy said thank you all for coming, and hopefully we can get more to come and help with all the cool projects.*
 15. Adjournment. *Motion by Josh, second by Nancy. Adjourned 9:40pm.*

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