



Foothill Trails District

NEIGHBORHOOD COUNCIL

Fallon Milligan – Chair, Lake View Terrace
Judi Trujillo – Vice Chair, La Tuna Canyon
Cindy Bloom – Shadow Hills
Julie Tarnawski – Shadow Hills
Owynn Lancaster – Shadow Hills

COMMUNICATIONS & OUTREACH COMMITTEE AGENDA

February 22, 2021 7:00pm to 9:00pm

Zoom Meeting Online at www.Zoom.us - Webinar ID: 892 9079 6492

By Telephone at (669) 900-9128

Online Zoom Meeting Link: <https://us02web.zoom.us/j/89290796492>

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE FTDNC COMMUNICATIONS AND OUTREACH COMMITTEE MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

ACCESSING THE MEETING: Every person wishing to address the Committee must dial (669) 900-9128, and enter the nine-digit meeting code listed above and then press# to join the meeting or use the online link. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

Administrative Tasks

1. Call to order and declaration of a quorum
2. Opening Statement by Chair
3. Presentation/Discussion/Possible Action to fill any vacant committee seats, add additional seats, Board Elections & upcoming Committee changes

Reports, Comments & Presentations

4. Reports by Public Representatives
5. Public Comment (*limited to 3 minutes each*)
6. Presentations by Community Groups/Organizations (*limited to 5 minutes each*)

Current Projects with Possible Action / Updates

7. Elections Committee – Discuss with Elections Committee promotional ideas for the upcoming Elections: banners, printed material, social media. Discuss possibility of using older elections material from past elections. Discuss recommended working budget. Discuss artwork for all.
8. Masks: Discuss mock-up artwork for board approved 3 x 4 promo cards. Discuss timeline for getting cards printed. Distribution plan for getting masks out to community via the successful 2021 Calendar Distribution plan.
9. Office Keys: Discuss plan for creating and maintaining “Approved Key Distribution List”

New Agenda Items With Possible Action

10. Discuss options & budget for General Promo materials, ie., large outdoor vinyl logo stickers, banners etc for placement at NPG recipients such as Special Spirit
11. Open discussion about possible letter to present to General Board for consideration about current elections practices and our thoughts on this matter for presentation to LA City Clerks Office and DONE. Re, if any NC had less people running for office than board seats, having no election so

that every seat can be filled, everyone who wants to serve can, and there is not a waste of money or human resources to the city, the NC and all stakeholders.

12. Discuss DONE draft Digital Media Policy for Neighborhood Councils, “Best Practices: Social Media for NCs” and Legislation impacting this draft Digital Media Policy including AB992 State Assembly Bill amending Brown Act to include social media and City Council File 21-0051. *Do we want to weigh in on this as a committee and perhaps as a board?*
13. Walk on items from the floor

Past Agenda Items with Possible Action

14. Open discussion about possible partnering with existing community-based organizations (501 c3 status) to help facilitate events within our district, NPG's, working with our community based groups. CIP's – Community Improvement Projects, etc.
15. Website: Discuss continued updates and pages to be finished; Resources and NPG pages, Budget Page, training of Committee Chairs for admin of Committee pages.
16. Email Marketing Service – Discuss plan of action to start and implement this project: Mail Chimp or Constant Contact? Discussion to include cost, pros / cons of each service, transfer of existing email list to new website data base and previously collected emails entered to new website data base to start our “new” email list.

Housekeeping

17. Approval of January 25th Meeting Minutes
18. Set date of next Outreach Committee Meeting for March 22nd
19. Final Committee Member Comments
20. Adjournment

*******PROCESS FOR RECONSIDERATION** - For information on the FTDNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the FTDNC Bylaws at FTDNC.org.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address board members on any agenda item before they take a formal position at any meeting. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Council's jurisdiction will be heard during the Public Comment period. Please note that under the Brown Act, the Board may be prevented from acting on a matter that you bring to its attention during the Public Comment period. However, any issue raised by a speaker may become the subject of a future meeting. Public comment is limited to 2 minutes per speaker, but limited time extensions may be granted by the Chairperson in consultation with other board members present.

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 7 calendar days prior to the meeting you wish to attend by contacting Kevin J. Davis, Board President via email at president@ftdnc.org.

TRANSLATION SERVICES - To ensure availability of services or to request translation, please make your request at least 7 calendar days prior to the meeting you wish to attend by contacting Kevin J. Davis, Board President, via email at president@ftdnc.org.

SERVICIOS DE TRADUCCION - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 7 días de trabajo antes del evento. Por favor contacte a Kevin J. Davis, Presidente por correo electrónico president@ftdnc.org, para avisar al Concejo Vecinal.

PUBLIC ACCESS TO MEETING DOCUMENTS - Agendas are posted for public review at the FTDNC Headquarters, 9747 Wheatland Avenue, Shadow Hills, CA and on the FTDNC.org webpage. You can also receive agendas via email by sending a request to be added to FTDNC email blast to foothilltrails@gmail.com and/or by subscribing to the City's Early Notification System at <https://www.lacity.org/government/subscribe-agendasnotifications/subscribe-other-meeting-agendas/neighborhood-councils>

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: FTDNC.org 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 Kevin J. Davis, Board President via email at president@ftdnc.org