



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 - Meeting Minutes

January 25, 2021 7:00pm to 8:30pm

1. Call to order: ***The meeting was called to order at 7:06pm. Committee members Judi, Cindy Julie, Owynn and Fallon were in attendance, constituting a quorum.***
2. Opening Statement by Chair - ***Fallon welcomed everyone to the Zoom meeting, Lisa Johnson was also in attendance. Recap of successful calendar distribution, Fallon shared positive remarks and kudos to all committee members from board members and community members.***
3. Reports by Public Representatives - ***None***
4. Public Comment (*limited to 3 minutes each*) - ***None***
5. Presentations by Community Groups/Organizations (*limited to 5 minutes each*) - ***None***
6. Masks: ***Discussed getting general promo cards made to attach to masks via staple to promote FTDNC (Fallon to contact Sunland Printing for options / cost to present to Budget) Discussed starting distribution with 250 masks, leaving additional 250 for future needs. Distribution to be handled as the 2021 calendars; grass roots, porch-pickups, social media promotion, board members direct to stakeholders and community partners. Working timeline for this sometime at end of February or early March.***
7. Discuss working with Elections Committee to promote the Open Filing for Candidates period for the 2021 NC Elections. Deadline to file February 2, 2021: ***Fallon updated committee on DONE meeting with Elections Committee. Outreach ready to promote whatever Elections Committee sends us. Discussed upcoming filing deadline. Cindy sent out general email about candidate filing deadline to all Board Members during meeting. To date Elections Committee has not sent any material for social media distribution or website posting.***
8. Website: ***Discussed continued updates and pages to be finished; Resources and NPG pages, Budget Page, training of Committee Chairs for admin of Committee pages. To be ongoing as committee members time permits, nothing urgent that effects overall website.***
9. Email Marketing Service – ***Discussed that first action should be compiling a new master email list that includes existing list from Kevin (Fallon to request this), and includes inputting all emails gathered in past several years via in person sign up lists, guest book from EQ Fair, etc. This will be time consuming and will be done as committee members schedules permits. Once we have compiled a master email list of interested parties, we will be ready to secure and launch an email marketing service.***
10. 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 etc. – ***Much confusion after the last General Board meeting and the request / recommendation by Kevin during the meeting to change the NPG dollar amount requested by Tierra del Sol due to too much "scrutiny" by DONE for an amount over \$2000. Cindy to***

research further as Treasurer via Kevin and DONE. Discussed what NPG's and CIP's are, how they differ and what the fiscal budget is for each of these categories. As a committee we support both current NPG's for the full amount requested that are in progress as brought to the committee by Lisa and Cindy and support these going through and forward.

11. Open discussion about Committee Goals for 2021, ideas for virtual events, community involvement, Outreach ideas in general, etc. **More NPG's and CIP's as presented to us by the community, along with an openness to looking for organizations within our community that might qualify. In addition, discussed additional printed promo items to increase FTDNC awareness for live in person events once this can happen. Live events, such as a shredding event once we can meet in person. To explore possible virtual events while pandemic and Covid restrictions still in place limiting in person meetings and events.**
12. Walk on items from the floor – **New door or lock for NC office. Started exploring vendors to do this in March of 2020 but due to Covid and pandemic project was stopped. Due to Board Member being locked in office over holidays it is time to make this happen. Lisa to coordinate with landlord & get a bid, Fallon to get a bid to send to Lisa.**
13. Approval of October 26th & November 23rd Meeting Minutes – **Judi made a motion, Cindy a second, both minutes unanimously approved.**
14. Set date of next Outreach Committee Meeting for **February 22nd**
15. Adjournment – **Meeting adjourned at 8:29 pm.**

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