

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



## **Foothill Trails District Neighborhood Council** **COMMUNICATIONS & OUTREACH COMMITTEE Meeting Minutes** **October 26th, 2020**

### **Via ZOOM**

1. Call to order: ***The meeting was called to order at 7:08pm. 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.***
3. Presentation/Discussion/Possible Action to fill any vacant committee seats: ***None***
4. Reports by Public Representatives: ***None***
5. Public Comment (*limited to 3 minutes each*): ***None***
6. Presentations by Community Groups/Organizations (*limited to 5 minutes each*) - ***None***
7. New Website — ***Discussed the launch of the new website, response from Board Members, community partners, etc. Response is very good! Many compliments for the Outreach Team!! Final tweaks and details still pending and ongoing.***
8. 2021 Calendar – ***Discussed bids / proposals from new vendors. Decided to go with Sunland Printing this year due to lower cost, supporting another local vendor & trying something new. Discussed photo submissions (150 photos to date!). Discussed timeline for project. Discussed distribution options, including possible in person event based on DONE requirements. Due to current Covid-19 restrictions, and the uncertainty of the upcoming months and the difficulty of executing a safe event that follows all rules, we decided not to pursue this avenue. Instead, we would take a “grass roots” event, each Board Member taking a number of calendars to pass out to neighbors, stakeholders they know, using all Covid-19 safety measures. Porch pick-ups to be promoted via social media and used for all community partners.***
9. Masks: Discussion/ Possible Plan of Action about Masks for community distribution. ***Masks project somewhat on hold – vendor family has / had Covid. Also issue with artwork files. Project to keep moving forward when possible.***
10. Email Marketing Service – ***Discussed starting to move forward with getting current emails entered into master list. Kevin to send existing list to Fallon. Cindy volunteered to enter collected names into a new list. Fallon to check with new website vendor as to how to facilitate getting new master list together.***
11. Valley Disaster Fair – ***Discussed if this happened, did anyone attend. Was video made by Kevin? Did we actually give them money? No one attended this virtual event, the video was not made and our NPG for them did not go through.***
12. NPG – FTDNC Recognition for Community Events: ***Lisa Johnson led discussion on possible***

**procedures and guidelines to be put in place to ensure that our name is listed as a contributor when we provide funding for community projects in order to promote the NC, raise our profile & name recognition and acknowledge our involvement with the communities we serve. Was discussed that this could be added to our NPG verbiage – Kevin to add. Owynn used the example of calling this a Memorandum of Understanding. In addition, to make sure to mention this to all community groups when they apply for an NPG.**

13. Open discussion from committee members and the floor on upcoming events, outreach ideas, etc: **Owynn mentioned could we consider doing a letter of support similar to what CD7 & the Mayors office recently did for the Armenian community. Committee discussed that if such a letter were to be drafted and submitted it would usually go thru the General Board as the Outreach Committee in general does not do such letters.**
14. Approval of September 28<sup>th</sup> Meeting Minutes – **Judi motioned, Owynn second, minutes unanimously approved.**
15. Set date of next Outreach Committee Meeting for **November 23rd.**
16. Adjournment: **Meeting adjourned at 8:58pm**

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