



# 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  
Wynnn Lancaster – Shadow Hills

### **COMMUNICATIONS & OUTREACH COMMITTEE AGENDA**

**March 22, 2021 7:00pm to 8:30pm**

**Zoom Meeting Online at [www.Zoom.us](http://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 FTDC 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 – Discuss any final coordination with Elections Committee to promote election
8. Masks: Discuss how the distribution plan is working, how long to run this promotion

#### **New Agenda Items With Possible Action**

9. Discuss options & budget for General Promo materials, ie., large outdoor vinyl logo stickers, banners, aluminum signs, H signs, etc., for placement at NPG recipients such as Special Spirit.  
a) Promo items such as keychains, magnets, pens etc – do we want to do any of this now in anticipation of possible in person events by years end?
10. Walk on items from the floor

#### **Past Agenda Items with Possible Action**

11. Website: Discuss continued updates and pages to be finished; Resources and NPG pages, Budget Page  
a) Promoting the availability of NPG funds in general on the website – open discussion

12. 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**

13. Approval of February 22<sup>nd</sup> Meeting Minutes
14. Set date of next Outreach Committee Meeting for April 26th
15. Final Committee Member Comments
16. 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](http://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](mailto: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](mailto: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](mailto: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](mailto: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](http://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](mailto:president@ftdnc.org)