



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

April 26th, 2021 7:00pm to 8:30pm

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 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 & upcoming Committee openings including New Chair.

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. General Promo Materials Budget of \$1000: *(as approved by Budget Committee)* Discuss actions for proceeding with the process of getting banners, aluminum signs, H signs, etc., to be made for placement at NPG recipients such as Special Spirit. Timeline, details, assignment of duties, etc for moving forward with this project.
 - a) Promo items such as keychains, magnets, pens etc - discuss if we want to move forward with requesting a budget for this before the end of current fiscal year. Discussion to include current inventory of promo items at office, possible upcoming in person events by years end, etc.
8. Email Database – Discuss plan of action to start and implement this project, discussion to include set up of computers at office with Excel chart along with back-up drives/ flash drives for storage, transfer of existing email list from Kevin, and creation of new list with previously collected emails. Talk with EQ Committee for volunteers to enter names to list from those collected at EQ events, schedule Outreach volunteers for data entry, reach out to Board for additional volunteers. All towards the goal to create our new Email Database for use with a new Email Marketing Service TBD.

New Agenda Items With Possible Action

9. Walk on items from the floor

Past Agenda Items with Possible Action

10. Email Marketing Service – Until a new Email Database is created this item is tabled. We need a database to send emails to before we can start using such a service.

Housekeeping

11. Approval of March 22nd Meeting Minutes
12. Set date of next Outreach Committee Meeting for May 24th
13. Final Committee Member Comments
14. 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