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Michael Carpenter  
Sharon Washington  
Nancy Woodruff  
Judith Trujillo



# **Foothill Trails District Neighborhood Council**

## **COMMUNICATIONS AND OUTREACH COMMITTEE**

### **AGENDA**

**December 7, 2017 at 7:00 pm.**

**FTDNC Office, 9747 Wheatland Ave, Shadow Hills, CA**  
***Regular meetings are scheduled on the first Thursday of each month at 7:00pm***

1. Call to order and Pledge of Allegiance.
2. Roll call and declaration of a quorum.
3. Welcome to new stakeholders wishing to join the Communications and Outreach Committee.
4. Opening comments by the Chairperson.
5. Comments by public representatives.
6. Presentation/Discussion/Possible Action/Update on projects for Outreach Committee.
  - a. Calendars
  - b. Outreach promo item order
  - c. Educational Presentations
  - d. Flyers/Posters
  - e. Design intern
  - f. Holiday General Meeting/Potluck/Party
7. Presentation/Discussion/Possible Action to create/award certificate of appreciation.
8. Presentation/Discussion/Possible Action to amend and/or approve any outstanding Outreach Committee meeting minutes.
9. Presentation/Discussion/Possible Action to make recommendations for the January 4, 2018 Outreach and Communications Committee meeting.
10. Public Comment on items not listed on the agenda.
11. Final comments by committee members.
12. Adjournment.

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**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 3 business days (72 hours) 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 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council at (213) 978-1551.

**SERVICIOS DE TRADUCCION** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a

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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 L.A. City's Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.

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)