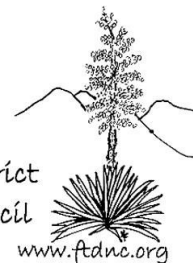


Alicia Clairet
Daniel Davis
Dawn Jacobs
Jaycynda Trifone-
Woodruff
Joshua Jeffrey

Kevin Davis
Laurie Thoms
Michael Carpenter
Sharon Washington
Nancy Woodruff
Judith Trujillo

Foothill Trails District
Neighborhood Council



Foothill Trails District Neighborhood Council

COMMUNICATIONS AND OUTREACH COMMITTEE

MINUTES (DRAFT)

September 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. *Present were Jaycynda Trifone-Woodruff, Joshua Jeffrey, and first alternate Nancy Woodruff.*
3. Welcome to new stakeholders wishing to join the Communications and Outreach Committee. *Phil Tabbi desired to join the Outreach Committee and as it was open enrollment period, no vote was needed. Prior to his joining, there was a vote to remove Kevin Davis from the committee list, motioned by Josh and seconded by Nancy. Approved 3-0.*
4. Opening comments by the Chairperson. *None.*
5. Comments by public representatives. *Nancy went to the cannabis ordinance meeting. There would be an A1 and A2 zoning meeting next week downtown. Phil Tabbi invited everyone to the Shadow Hills Neighborhood Watch meeting on Saturday at 10am (every week, at Sunland Farmer's Market).*
6. Update on Outreach statement for FTDNC Strategic Plan. *The Outreach portion of the Strategic Plan was accepted by the General Board.*
7. Presentation/Discussion/Possible Action with updates to prioritize and begin possible projects for Outreach Committee going forward.
 - a. *Website Tabled.*
 - b. *Flyers/Posters Jaycy wants to start working on these in October.*
 - c. *Poster/Banner placement in community Sharon has been doing LVT, Jaycy has been working on LTC, and Phil Tabbi would take banners for Shadow Hills.*
 - d. *Activity Books Jaycy wants to start these in the new year. Julie says we can turn photographs into activity pages. There was also a recommendation to talk to Dana Stangel as she knows animals.*
 - e. *Calendars Submissions started being taken Sept 1, General board was okay with the project. Submissions were light, but Jaycy hoped they would pick up.*
 - f. *Quarterly Events Jaycy wants to start working on these in the new year.*
 - g. *Monthly La Tuna Canyon Farmer's Market Jaycy talked to Isaiah, but it was a longer-term slow project.*
 - h. *Attendance at various community group meetings Phil goes to CPAB on the 2nd Thursday of the month.*
 - i. *Boothing at events The Equine Fair and Trunk or Treat were coming up and Jaycy planned to attend both events.*



- j. Educational Presentations at general board meetings/other nights *Jaycy wants to start these next months.*
- k. YouTube and other video commercials/presentations *Tabled.*
- l. Walk-on suggestions. *David Cain from America's Healthy Kids approached, wanting to talk about a joint STNC/FTDNC venture, possibly to include thanking first responders. Jaycy agreed to get in touch with STNC Outreach Chair.*
- 8. Presentation/Discussion/Possible Action/Update on request for funding for Outreach Committee supplies. *The funding was approved, Jaycy was working on it.*
- 9. Presentation/Discussion/Possible Action/Update to support Equine Fair in October. (Equestrian Committee representative) *Jaycy updated the committee as to what the Equestrian Committee originally wanted (volunteers) and that Jaycy indicated there would only be enough from Outreach Committee to man the FTDNC booth.*
- 10. Update on recommendations to FTDNC General Board re: status of Outreach Committee. *The General Board appointed Jaycy as new VP of Outreach, thus making her official chair of the committee.*
- 11. Presentation/Discussion/Possible Action to determine best course for glove stamping/screen printing/embroidery. *The committee determined that stamping the gloves was the best course of action.*
- 12. Presentation/Discussion/Possible Action to create a certificate of appreciation. *The committee wishes to utilize this mechanism to recognize outstanding service to the FTDNC and its communities. Additional work will be done on this in future meetings.*
- 13. Presentation/Discussion/Possible Action for a letter of thanks to first responders and community for La Tuna Fire. *Motion to approve by Nancy, Josh second, passed 3-0 (item discussed before Phil Tabbi arrived).*
- 14. Presentation/Discussion/Possible Action to amend and/or approve any outstanding Outreach Committee meeting minutes. *Motion to approve August 2017 minutes by Nancy, Josh second, passed 3-0.*
- 15. Presentation/Discussion/Possible Action to make recommendations for the October 5, 2017 Outreach and Communications Committee meeting. *David Cain project, welcome package for new residents.*
- 16. Public Comment on items not listed on the agenda. *None.*
- 17. Final comments by committee members. *Nancy, none. Josh, none. Jaycy, none. Phil, we should have an FTDNC booth at upcoming events.*
- 18. Adjournment. *Josh motion, Nancy second, adjourned at 8:37pm.*

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.

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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 Kevin J. Davis, Presidente por correo electrónico president@ftdnc.org. para avisar al Concejo Vecinal.

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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