

# GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



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## OUTREACH/ELECTIONS COMMITTEE MEETING MINUTES for: Thursday, January 8, 2009 7:00 PM 10116 Riverside Drive, Suite 200 Toluca Lake, CA 91602

### 1. Meeting Opening Call to Order:

**Time:** 7:05 PM  
**Attendance:** Jeff Rector, Rich deMichele, John Moskal, Karen Goldwasser, Gene Elerding  
**Excused:** Peter Hartz, Betsy Dennis and Maria Tirado  
**Absent:** Jeff will contact Cathy Saliba and Steve Redman  
**Guests:** Hope deMichele  
**Motion** to approve the December Minutes. Passed.

### 1.1. Action Item(s) and Response and/or Resolution in Progress

### 2. Work-In-Progress –Public input limited to 3 minutes

#### 2.1 Holiday Open House Debriefing

- Collected 27 tickets of which 20 had emails and lived in GTLNC area.
- John delivered the DVD player to Diana Combs (winner drawn)
- Holiday Open House was well attended. Pinks Hot Dogs “free” courtesy of Tom LaBonge
- Gave out approximately 100 GTLNC Winter Newsletters
- Next year:
  - GTLNC Tent not needed/need
  - Let Chamber know we need to have a space on the sidewalk near 10116 Riverside (usually share with Chamber and TLHOA)
  - Work with City Departments to get “giveaway items” OR get something donated to raffle off to get names and email addresses to add to our Stakeholder Email list
  - Other?

#### 2.2 Moorpark Median Fundraising Lead, Gene E.

Debriefing and next steps

- Grossed approximately \$500.
- Money turned over to Terry to get to HLABT to put toward planting median.

#### 2.3 2009-2010 Election Plan Lead Maria T.

**Tabled until next meeting**

- Bylaw changes

#### 2.4 Training on GTLNC equipment:

**Tabled until next meeting**

- Mac Lap Top/Projector/Speakers
- Microphones

#### 2.5 GTLNC Newsletter Lead Peter H./Karen G.

- “Seasonal” e.g. Winter Newsletter will be available at GTLNC Board meetings.
- Discussion about topics and who will get articles written and to Karen by target date. (attached schedule)

**2.6 Tolucan Times Copy**

- **Jeff** will work with Terry on getting article regarding MTA/Universal Project “River Walk” presentation at GTLNC January 20<sup>th</sup> Board Meeting (**Article in Tolucan Times Wednesday, January 14<sup>th</sup> issue**).

**2.7 Good Neighbor Award** Lead Jeff R.

- Proposed Nominees Lance King supplied recommendation information on one nominee and Richard Bogy on the other.
- The Committee approved one name and made a:

**Motion: That the GTLNC approve the Outreach Committee Nominee for the next Good Neighbor Award to be presented at the February GTLNC Board Meeting.** Unanimous

**3. New Business-Public input limited to 3 minutes**

**Managing Stakeholder Email Distribution List**

- Having trouble with office software/email provider/yahoo regarding large Stakeholder Email distribution list When the list reaches 35 names it crashed and the list disappears. Karen has broken down the approximately 250 +/- Stakeholder email addresses into 9 distribution lists that takes a tremendous amount of time to email information out (it has to be done 9 separate times).
- “Go Daddy” provides the URL e.g. gtlnc.org
- Digital Imagination is the web host and email router e.g. [karen.goldwasser@gtlnc.org](mailto:karen.goldwasser@gtlnc.org) or [info@gtlnc.org](mailto:info@gtlnc.org)
- Yahoo is the internet service provider and requires that either the outgoing or incoming emails are routed through their server.
- **Gene** was going to see if he could get some answers about Outlook and managing large distribution lists.

**4. Event/Meeting Calendar**

**Welcome Bags**

Lead Betsy D.

Target date, February 1st.

**5. Close Meeting** 8:20 PM

**Next meeting date:** February 5, 2009 7:00 PM  
10116 Riverside Drive, Suite 200