

# GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



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## OUTREACH COMMITTEE MEETING

Agenda for: Thursday, February 1, 2007

### 1. Meeting Opening / Call to Order

- Start time:
- Present:
- Absent:
- Motion to approve minutes from January meeting - vote results: Yes    No    Abstain

### 2. Ongoing Business

- GTLNC Brochure (Tri-fold) – Call for latest draft.
- Digital Imagination (website)– Email notice template
- Newsletter –Web-based newsletter would be more efficient.
- Events –Social event for Councilmembers-tentative date: 7:00 p.m. on Friday, February 16th.
- Hospitality –2007 sign-up form

### 3. Work In Progress

- Bulletin Boards
- Banner for School –Banner placed at the Toluca Lake Elementary School regarding GTLNC's contribution to the after school tutoring program.
- Online Encyclopedia -Need to obtain additional paperwork for the software program for Toluca Lake Elementary School.
- Office Nameplate – Request to Property Manager for a better directory nameplate for GTLNC.
- Trash Cans – Arrange to have GTLNC nameplates attached to the community trash cans purchased by the Council.

### 4. New Business

- Good Neighbor Award – Good Neighbor Award to Callie and Cady Stark organizers of the Kling Street Kids.
- Purchase of Projector, Camera and Laptop –Need a Council projector, camera and laptop and funds are available.
- Mission Statement for 2007 – The Committee discussed an action plan for 2007, including:
  - Having the 2007 election take place at more than one location
  - Working more closely with other local organizations (e.g., the Chamber of Commerce and Toluca Lake Homeowners Association)
  - Methods for increasing stakeholder interest (e.g., walkabouts, events)
  - Increasing the data base of stakeholders
  - Distributing questionnaires about what needs to be done in the community
  - Expansion/promotion of the website
- Posting information
  - Bulletin Board at the Discovery Shop
  - Posting information on the website (e.g. LADWP-MOU regarding the water projects)

### 5. Meeting Close

- Next meeting date: Thursday, March 1, 2007 at 7:30 at 10116 Riverside Drive, Suite 200