

GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



10116 Riverside Drive, Suite 200
Toluca Lake, California 91602
PHONE 818-755-7674 FAX 818-755-7649
info@gtlnc.org www.gtlnc.org



OUTREACH COMMITTEE MEETING

Minutes for: Thursday, February 1, 2007

1. Meeting Opening / Call to Order

- Start time: 7:30 PM
- Present: Jeff Rector, Peter Hartz-Co-Chairs, Maria Tirado, Gene Elerding, John Moskal and Cathy Saliba
- Absent: Betsy Mogul (Wendy Mogul will not be continuing on the Outreach Committee)
- Motion to approve minutes from January Meeting: Minutes accepted.

2. On-Going Business-Public Comments limited to 3-minutes per person

- GTLNC Brochure (Tri-fold)
Betsy Mogul to provide the latest draft of the tri-fold.
- Digital Imagination (website)
-Current hosting company is unresponsive and Peter Hartz will contact the company for status. If unsuccessful, there are two options: 1) purchase a software application, for approximately \$100.00, and manage in-house and, 2) or look into switching to another hosting company.
-Reduce hard copies and post information to the GTLNC website www.gtlnc.org. Anyone can read/download the information.
- Newsletter
Web-based newsletter would be more efficient
- Events
-Council Pot Luck March, 2, 2007 at 7:00 PM.
-John Moskal will coordinate the menu will ask Karen to send to email to all Councilmembers to "Save the Date".
- Hospitality
John will contact Councilmembers that have not signed up for the 2007 Hospitality List.

3. Work In Progress

- Bulletin Boards
-Posting Master Meeting Agendas at all locations, but using Discovery Shop-Bulletin Board to post information that comes up during the month.
-Need to add contact information-phone number and website.
- North Weddington Park Scoreboard
-Does not work and has not worked since installation. The company has come out to repair the scoreboard, \$5000 was spent for the repair and the company stated that it is an electrical issue with the Parks & Recreation facility.
-Gene will draft a demand letter to send to the installation company.
-Peter will research for the original purchase order and receipts.
-Cathy suggested creating a Purchase Order file for future reference.
-GTLNC Banner is needed for scoreboard.
Motion: To contact company for an estimate to repair the North Weddington Park Scoreboard.
Motion Accepted
- Online Encyclopedia
-Need to obtain additional paperwork for the software program for Toluca Lake Elementary School.
-Clarification of the license issuance. Will the school (the recipient) or the council (the donator) keep information?
-Current license expires 3/31/2007 and new dates are 4/1/07 to 4/1/09.
-Peter will finalize the paperwork; price has been honor and he will get the invoice.
- Office Nameplate
-Property Manager installed nameplate for GTLNC.
- Trash Cans
-Peter will contact Ricardo to complete trash can project (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. Peter will contact the Stark sisters along with Children's Hospital to determine availability for award ceremony at the next GTLNC Board Meeting.
 - If they can attend, Peter will get a list of friends who assisted with the project and forward it to John Moskal to create Certificates of Appreciation.
 - Maria Tirado will call Jessica Sterling to request her assistance for photo ops.
 - Jeff Rector will submit an article to the *Tolucan Times* regarding the event.
 - Jeff suggested creating invitations to send to all recipients asking their neighbors, family and friends to attend the festivities.
- Purchase of Projector, Camera and Laptop
 - Peter received a quote for Optima TX700 projector and Jeff presented three quotes for the projector, video and still cameras, and laptop computer.
 - The Committee unanimously agreed the
Motion: to purchase a: projector; video camera; still camera; laptop computer and accessories.
- Mission Statement for 2007

Tabled until next meeting.
- Community Design Overlay (CDO) needed
- Rio Vista Peter will work with Terry to contact the principal regarding the schools educational needs.
- Toluca Lake Homeowners Association Gene Elerding suggested contacting the TLHOA to pay for waste management (where?) for a couple of months.
- Mass mailing of a professional flyer for the GTLNC Cathy Naulge
- Catered afternoon party
 - to incorporate rides for the children, booths for our committees, and invite the Councilman, local businesses and our public service employees (police and fire).
- Promotional Items
 - Maria suggested purchasing apparel for the Councilmembers to wear during events.
 - Maria and Peter will get quotes for t-shirts, polo shirts, hats, sweatshirts, pens, magnets and jackets.
- Purchase Benches with GTLNC logo John Moskal suggested placement along Riverside Drive.

5. Meeting Close 9:45 PM

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