

# GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



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## OUTREACH/ELECTIONS COMMITTEE MEETING MINUTES for: Thursday, February 5, 2009 7:00 PM 10116 Riverside Drive, Suite 200 Toluca Lake, CA 91602

**1. Meeting Opening Call to Order: Time: 7:05 PM**

**Attendance:** (please mark X=present EX=excused AB=unexcused absence:

Jeff Rector-X	John Moskal-X	Rich deMichele-X	Maria Tirado-X	Cathy Saliba-
Karen Goldwasser-X				

**Guests:** Lance King

**Motion** to approve the January Minutes. Passed

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

**1.1.1 Welcome Bags**

- Handout to new Stakeholders date is February 15<sup>th</sup>.
- Jeff thanked Betsy for her work and will take over the distribution along with Rich.

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

- Presentation will be made at GTLNC Board Meeting on February 17, 2009.
- Discussion regarding Good Neighbor Award policy and Nominee tracking.

**1.1.3** Lance King, representing Environment Affairs Committee asked to present three items to the Outreach Committee:

- 1) Asking for Outreach support in distributing Earth Day posters to businesses along Riverside Drive. Committee will hand out flyers. Committee gives support.
- 2) That Outreach support his nominee for the Good Neighbor Award. It was explained that this Award is not given out each month.
- 3) Environmental Affairs wants to change their committee name. Discussion ensued about cost to change website and that committee should educate event participants about what E/A does which is more than Beautification..

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

**2.1 GTLNC Newsletter** Lead (this was done by Peter in the past)

- Articles due February 13<sup>th</sup> (Revised deadline). Please see GTLNC Newsletter Schedule regarding liaisons and proposed articles. The only article received was from E/A
- Credit at Academy Printing is \$1450
  - Cost for printing 11” X 17” duplex with one fold. Quantity: 250/500
- Distribution methods

**2.2 GTLNC Digital Camera** Image Size relative to Print Size or for web page

- Rich says the camera does not have to be set in a certain way. It is all about how to save the picture to the computer.

**2.3 Mac Lap Top/Projector/Speakers**

**2.4 Microphones**

**2.5 2009-2010 Election Plan** Lead Maria T.

- Maria will have an update in May 2009.

**2.6 Bylaw changes** Terry D.

- Maria will contact Terry to see if she is doing Bylaw changes.

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

**3.1 Managing Stakeholder Email Distribution List**

**3.2 Monthly Accomplishments Tracking** Need a GTLNC Outreach Committee Member assigned to track Accomplishments. **Maria** will update the Outreach Accomplishments from April 2008 forward and will keep the monthly list for 2009

**3.3** New time to start Outreach Committee Meetings is now 7:30 PM

**4. Event/Meeting Support**

**4.1 Earth Day** April 19<sup>th</sup>, 10am-1pm.

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

**Meeting dates:** March 5, April 2, 2009 7:30 PM 10116 Riverside Drive, Suite 200