

GTLNC Outreach Committee Report  
February 7, 2006

**Reorganization of Committees**

**Mission Statement**

- To communicate to Stakeholders the goals, objectives and activities of the Neighborhood Council.
- To encourage the active participation of all Stakeholders in the Neighborhood Council.
- To join with other community groups to make our neighborhood a safe and pleasant place in which to live and work.

**Scope of Committee**

Outreach – remove the “/Volunteers”

- General Outreach
- Publicize NC at Community Events
- Media
- Annual Newsletter
- Posting Council Agenda
- Website
- Recruitment of Volunteers

Elections

- Election Logistics
- Election Policy/Procedures

Hospitality

Establish and implement a food & beverage plan for monthly council meetings

**SPECIAL PROJECTS:**

Elections – December, 2005

All related matters are finished.

Toluca Terrace Clean Up/Beautification Day – tabled

Mayor’s Day of Service Meeting – Wednesday, 2/8, 3-4:30 pm

Meeting for preparations for the next Mayor’s Day of Service in May. Wendy will try to attend.

Toluca Lake Baseball Opening Day - tabled

Art Faire

The tentative Spring date has been cancelled.

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**Divisional Sub-Chairs** – tabled

**Set Meeting Time**-time will remain at 7:30 pm but change day to the first Thursday of the month.

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**ON-GOING PROJECTS**

**Kiosks**

The Parks/Rec committee will issue a request to the full Council to purchase a Community Bulletin Board to be placed on the side wall of the Cancer Shop.

- Committee recommended that somewhere between the Post Office and Sebastian’s may be a better place as more Stakeholders patronize the Post Office. The Cancer Shop and Trader Joe’s attracts more outsiders. Pictures will be taken of the kiosks that the Brentwood Village Chamber are using and to be passed on to the Parks/Rec committee. Chamber president will also be contacted to see who paid and installed them.

**Promoting Monthly Council Meetings**

- A 1/4-page, color ad will be placed in the Toluca. Committee agreed to mail a postcard to the entire list of addresses. Top half of the card will announce the council meeting and to come meet your Councilman, Tom LaBonge. The bottom half would list the meeting dates of the next 3 meetings. John and Julie will put together a flyer for hand distribution. Edith will also be part of this project.

**Hospitality**

John will put together procedures to follow for the monthly hosts. He will also put together a basic menu to choose from. John will be responsible for handling the dry goods.

**Website/Newsletter/Budget/Tri-fold Brochure** – tabled

**NEW PROJECTS**

T.L. Chamber and Homeowners’ E-Mail Contacts It was reported to the committee that these groups will be asked permission to add their names to our e-mail distribution.