

GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



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OUTREACH COMMITTEE MEETING AGENDA for: Thursday, September 6, 2007 7:30 PM 10116 Riverside Drive, Suite 200 Toluca Lake, CA 91602

1. **Meeting Opening Call to Order: Time: Attendance: Absent: Guests: Motion to approve July and August minutes (copies in packets).**

2. **Work In Progress**-Public Input limited to 3 minutes per item
GTLNC promotional items-Shirts/Quantity (pricing for) 288 144
Street banners-looking for slogan

2.2 **Elections Committee**-Check list separate

Date of Elections Sunday, December 9, 2007
Ramsay-Shilling Office Building at 10205 Riverside Drive/Forman
9:00 AM-4:00 PM

Elections Procedures/Candidates Form/Stakeholder Registration Form/Attachment D (Boundary Adjustment)-Update

- Motion for the GTLNC September Board meeting: *That the GTLNC approve the Election Procedures crated by the GTLNC Election Committee and approved/amended by DONE.* Added to Regular Board Agenda. (per GE to Barbara Carroll).

Elections Informational Materials

- 1st Walking Man Flyer:
 - Submitted to DONE on 09/04/07 for approval, printing, and distribution first week of September
- 1st Candidates Kit (final electronic attachments needed by office for making copies)
 - Cover sheet/letter from Elections Chair; Election Procedures; GTLNC Bylaws; Candidates Filing Form; 1st Walking Man Flyer; GTLNC Tri-Fold; Code of Conduct; (other?)
 - Who assembles Candidates Kits?
- Candidates Informational Meeting
 - Place item on Executive Agenda
- 2nd Walking Man Flyer
- 2nd Write In Candidates Kit (final electronic attachments needed by office for making copies)
 - Cover sheet/letter from Elections Chair; Election Procedures; GTLNC Bylaws; Candidates Filing Form; 1st Walking Man Flyer; GTLNC Tri-Fold; Code of Conduct; (other?)
 - Who assembles Candidates Kits?
- Candidates Forum: date; time; who puts on GTLNC Executive Agenda who set Regular Board Agenda?

Election Outreach Strategies

- How are Candidates Kits (1st and 2nd) to be distributed?
- Who uploads Candidates Kits and information to website?
- Banners, posters, flyers
 - Inventory
 - Production
 - Distribution
 - Handout flyers
- *Tolucan Times*-Article(s)
- Who creates copy; What dates to run in Tolucan Times?; Other Methods?

Tour of Toluca Lake

- Marketing/Promoting tour information?
- Future Tour?

Amending GTLNC's Bylaws

- Potential motion to recommend a bylaw change that would expand the boundaries of the Council in two areas: (1) immediately north or Margate Street (i.e., the north side of the street and a portion of Biloxi Ave. north of Margate), and (2) the two blocks just north of Riverside Drive, south of the 134 freeway, west of Vineland Ave., and east of Denny Avenue. Consideration also will be given to amending the Bylaws to cover an additional area north of the 134 freeway and south of Camarillo, between Cahuenga and Vineland.

Action Item: Looking for a “block captain” for the Margate area.

"Community Council"- A motion for the GTLNC September Board meeting: *That the GTLNC host a breakfast meeting with other community groups and stakeholders to consider the formation of a Greater Toluca Lake Coordinating Council.* (per GE)

Blood Drive

- Hold at Open House?

Holiday Open House Held the first Friday in December (7th)-Should/could Elections be held on this date in the GTLNC office?

- Volunteers needed to set-up/take-down GTLNC tent; who is point person to solicit and plug names in time slots?
- GTLNC coverage to provide information (tri-fold-latest version in handout packets);
- Election information etc.
- Other ?

3. New Business-Public Input limited to 3 minutes per item

Hollywood/Los Angeles Beautification Team donation-Terry Davis

- A motion for the GTLNC September Board meeting: *That the GTLNC approve \$2,000 toward printing costs for the Hollywood/Los Angeles Beautification Team's fall fundraiser.*
- *United We Plant* plaque request for North Weddington Park-Terry Davis

Follow-Up Motions-when do these get processed? Who does it and are these part of the 2008 Election Procedures process?

- That Section 301 of the Bylaws of the Greater Toluca Lake Neighborhood Council be revised to read, as follows: "301. Composition of the Council. The Council will consist of 20 members. Council members must be stakeholders and at least 18 years of age. Council members must remain stakeholders during their entire term of office." This change shall become effective as of January 1, 2008, or upon its approval by the Department of Neighborhood Empowerment, whichever occurs later. Members on the Council at the time this Bylaw change becomes effective shall remain on the Council for the remainder of their terms, notwithstanding that the number of members on the Council may exceed 20. The President is authorized to take such actions and to submit such applications to the City as may be required to obtain its consent to this change.
- That Section 302 of the Bylaws of the Greater Toluca Lake Neighborhood Council be revised to read, as follows: "302. Term of Office. Council membership is staggered. As such, one half of its membership must be elected each year. Regular terms of office for Council members will be for a period of two years, commencing January 1 and ending December 31. No person may serve in office for more than eight consecutive years." This change shall become effective as of January 1, 2008, or upon its approval by the Department of Neighborhood Empowerment, whichever occurs later. Members on the Council at the time this Bylaw change becomes effective shall remain on the Council for the remainder of their current terms, notwithstanding this change in the Bylaw. In order to meet the staggered membership required by this Bylaw change, members who receive the least votes during an election will be designated to serve a term of only one year. The President is authorized to take such actions and to submit such applications to the City as may be required to obtain its consent to this change.

New Agenda Posting Location Update, John Moskal

4. Meeting Close Next meeting date: Thursday, October 4, 2007 at 7:30 at 10116 Riverside Drive, Suite 200