

GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



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OUTREACH/ELECTIONS COMMITTEE MEETING

MINUTES for: Thursday, November 5, 2009 7:30 PM

10116 Riverside Drive, Suite 200 Toluca Lake, CA 91602

1. Meeting Opening Call to Order:

Time: 7:35

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

Rich de Michele	John Moskal	Jeff Rector	Ryan Altoon	Jerome Williams	Mary Ling
X	X	X	EX	X	X

Guests:

Motion to approve the October Minutes. **Approved**

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

2.1 GTLNC Newsletter Lead Ryan Altoon

The Fall Quarterly GTLNC Newsletter was produced in color for the first time. We have a new design, which will continue to be refined as the concept sections are defined in greater detail over time and with the Board and Community's input. We printed 1,000, 11"x17", double-sided, color copies. The cost of the order was covered by the reprographics firm as a one-time courtesy to the GTLNC due to my recent involvement with the Board; a savings of \$500 (an already heavily discounted rate)

- Discuss distribution of current Newsletter – We will distribute the Newsletter at the Holiday Open House, local schools and distributing door – to – door when possible.
- The next newsletter will be distributed in January 2010. Ryan will put together the submission requirements for each Committee.

2.2 2009-2010 Election Plan Lead Jerome

- Update regarding May 27, 2010 election

3 On-Going Business

3.1 Good Neighbor Award Lead Jeff Rector

- Discuss any current submissions. – **We are open to suggestions, however, currently do not have any submissions.**

3.2 Web Design Lead Ryan Altoon

Ryan submitted the following which was discussed at the meeting: Update on changes to our Web site. - I have been in extensive discussions with a programmer and designer that can assist us with the development and re-branding of the GTLNC website. We have several goals by which we intend on making the website a more interactive community tool for information, news, and events. Attached is a proposal from Xapnet Internet Solutions ("Xapnet")

Xapnet creates "user friendly" back-end interfaces that look like a typical mail program (Yahoo or Gmail) so you don't need to know programming to use it. This will allow us to integrate databases over time to make the site more functional and accessible to the community. It will also allow us to maintain consistency of information on the website to avoid any misrepresentations or outdated information. It will also allow for the further development of our website to allow for the following:

- Committee Pages
- Events Calendar
- Image Gallery
- Email newsletter
- Etc.

The attached proposal will get us a fully designed and integrated website completed, tested, and delivered within a relatively short period of time.

Xapnet is also including monthly hosting of the site and a monthly maintenance fee. In my professional experience, monthly fees are standard and customary (and needed!) because invariably something always needs attention and typically the services rendered are more than the cost.

My recommendation is to accept the proposal and send it to the Executive Committee for their review and approval. I would be happy to present this proposal to the EC if requested. I will handle the administration on the GTLNC side, which will be quite extensive.

The full proposal is attached. After much discussion, the Outreach Committee recommends that we approve the Design and Development phase by Xapnet with a budget of \$2,500 but that we do not recommend approving the advanced Web Hosting or the Site Maintenance & Updates budgeted at \$155 per month. Jeff Rector said that he knows someone who could host this for \$10 per month.

MOTION- The Outreach Committee moves that the board approve \$2,500 for the Design Phase and Development Phase proposed by Xapnet in the attached Website Development Proposal.

3.3 Weddington Park

- Discuss request to cover half of the cost of a plaque. Have we ever received the cost for this plaque or confirmation that Toluca Baseball will cover the rest of the cost? **We still have not received the budget for this plaque. This will be taken off of our Agenda awaiting re-submission to the Committee.**

4. Upcoming Events-

4.1 Holiday Open House - December 4, 2009

- Did we receive anything that will allow us to donate to this cause? Discuss the amount of the donation either \$500 as originally requested on the additional amount requested at the last Board meeting. – **The Committee received a written request from Terry Davis asking for additional funds to be donated by the Committee. The original \$500 request has been approved.**
- **The Committee agreed that any additional funds should be approved by the GTLNC General Board and paid from General funds outside of Outreach Committee funds.**

5. Close Meeting 8:45

Neighborhood Council Meeting Agendas are posted for public review: Discovery Shop bulletin board on west wall, Ramsey-Shilling Real Estate, 10205 Riverside Dr.; Toluca Lake Car Wash, 10515 Magnolia Blvd.; North Weddington Park Recreation Center-Bulletin Board; North Hollywood Public Library, as well as on the GTLNC Web site www.gtlnc.org.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three (3) business days (72-hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Project Coordinator Tameda Larios at 818-374-9892, Toll-Free (866) LA-HELPS, or email tameda.larios@lacity.org.

Process for Reconsideration: Any person or group adversely affected by the decisions or policies of the GTLNC may file a written grievance with the Council. The Council shall then refer the matter to the Grievance Committee. Persons who wish to claim a grievance may do so by communicating with any member of the Grievance Committee, and the Grievance Committee shall invite the person claiming a grievance to present arguments and evidence, which may include testimony, to the committee. The Grievance Committee shall act to hear a grievance within thirty days of the initial communication and shall prepare a report and recommendation to the GTLNC to present at its next meeting, or at least no later than the following meeting. The Grievance Committee may on its own volition, communicate its findings directly to the Department of Neighborhood Empowerment (DONE) in addition to reporting to the Governing Board. The Governing Board shall include Grievance Committee reports in its agenda and shall hear the reports in a timely manner as describe above. Any aggrieved stakeholder has the right of appeal to DONE any decision by the GTLNC. This grievance process is intended to address matters involving procedural disputes, e.g., the Council's failure to comply with these Bylaws, or its failure to comply with the City's Charter, the Plan, or local, State or Federal law.