

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/ELECTIONS COMMITTEE MEETING MINUTES for: Thursday, November 6, 2008 7:00 PM 10116 Riverside Drive, Suite 200 Toluca Lake, CA 91602

1. Meeting Opening Call to Order:

Time: 7:10 PM

Attendance: Rich de Michele, John Moskal, Karen Goldwasser, Gene Elerding and Maria Tirado

Excused: Peter Hartz, Betsy Dennis and Jeff Rector

Absent: Cathy Saliba and Steve Reidman

Guests:

Motion to approve the October Minutes – Passed

1.1 Action Item(s)

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

Moorpark Median Fundraising Lead, Gene E.

11/15 (date changed)– Rummage Sale

- **ACTION ITEM(S):** Gene to confirm w/ Terry re: insurance waiver

CDO Town Hall Meeting

Discussion about Meeting/Event Process Sheets

Universal/MTA Town Hall Meeting

Lead, ? Work with Terry D. to promote Stakeholder participation

- Town Hall flyer distribution

- All members received flyers for neighborhood canvassing

- GTLNC website
- Bulletin Boards

- To be handed out by Sunday, November 9th

Karen G.

- Other

Karen G. - Toluca Lake Car Wash and Ramsay-Shilling, John M.

NoHo Library, Weddington Park, Discovery Shop - completed

- Article/Ad in Tolucan Times

Submit by Toluca Lake Chamber of Commerce (check Tolucan Times)

- Other?

John M – contact Terry re: refreshments and a need meet and greet volunteers

- Video

Eric W. has the camcorder and will film the meeting

Promoting GTLNC:

Welcome Bags

Lead Betsy D. – ongoing

Submissions from:

contact to determine if there were any new submissions

GTLNC Newsletter

ACTION ITEM(S): Contact for submissions:

John M. – contact Steve Hampar, Neighborhood Watch Captain for a status report

Christine Farnon lead for Cahuenga Downgrade for an update

Karen – contact Jessica re: update for the Ledge Beautification Project (LBP) and

Gene re: outcome of the Rummage Sale for the Moor Park Median Fundraising (MPMF).

Tolucan Times Copy

Lead Peter H. - no submission at this time

GTLNC and the Community:

- **Good Neighbor Award**

Lead Jeff R.

- **ACTION ITEM(S):**

Contact Jeff for recommendations –Sol Ajalat

3. New Business-Public input limited to 3 minutes

Discussion Regarding Training on GTLNC equipment:

ACTION ITEM(S):

- Rich completed quick reference operation sheet for digital camera
- Eric will create a quick reference operation sheet the sheet for the camcorder

Congress of Neighborhoods (from 10/21/2008 GTLNC Board Meeting

ACTION ITEM: The Outreach Committee will review the handout and form an ad hoc committee to study this document to determine the best way to implement their suggestions.

Karen – contact Terry re: document and if suggestions are time sensitive.

4. Event/Meeting Calendar

Toluca Lake Open House December 5th 4:30 to 9:30 (includes set-up and tear down time)

ACTION ITEM(S):

- GTLNC Role
 - Location
 - Karen – contact Terry to determine set up location
 - Advertisement
 - Submission -Chamber of Commerce usually puts Ad in Toluca Times
 - Logistics
 - Mikes – Not needed
 - Table and Chairs – Necessary for handouts or pass out our newsletter
 - Digital Camera pictures
 - Giveaways
 - Maria - suggested passing out raffle tickets at the Holiday Open House that can be redeemed for a T-Shirt or GTLNC tote bag at the December 16 2008 GTLNC Board meeting. John M. - will donate an item to be raffled at the December meeting for those Stakeholders who have redeemed their ticket
 - Volunteers
 - Maria – create volunteer sign up sheet and send to member via email. Two shifts that will include set up and tear down.

5. Close Meeting 8:20 PM

Next meeting date: December 4. 7:00 at 10116 Riverside Drive, Suite 200