

# GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



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## OUTREACH/ELECTIONS COMMITTEE MEETING AGENDA for: Thursday, December 4, 2008 7:00 PM 10116 Riverside Drive, Suite 200 Toluca Lake, CA 91602

**1. Meeting Opening Call to Order: Time: Attendance: Excused: Absent: Guests: Motion** to approve the November Minutes

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

(to track the status of an item through to completion and/or why the City says something cannot be done and remove item from Agenda)

**ACTION ITEM(S): Need GTLNC newsletter article submissions before December 1<sup>st</sup>.**

**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)

### 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

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

#### **GTLNC and the Community:**

- **Welcome Bags** Lead Betsy D.
- **GTLNC Newsletter** Lead Peter H./Karen G.
- **Tolucan Times Copy** Lead Peter H.
- **Good Neighbor Award** Lead Jeff R.- suggestions for nominees

### 3. New Business-Public input limited to 3 minutes

#### **Training on GTLNC equipment:**

- **Mac Lap Top/Projector/Speakers**
- **Microphones**

### 4. Event/Meeting Calendar

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

#### **ACTION ITEM(S):**

GTLNC Role

- Location
- Advertisement
  - Submission -Chamber of Commerce usually puts Ad in Tolucan 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
  - GTLNC Newsletter
- **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

**Next meeting date:** **January 8, 2009.**

**7:00 at 10116 Riverside Drive, Suite 200**

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](http://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 Taneda Larios at 818-374-9892, Toll-Free (866) LA-HELPS, or email [taneda.larios@lacity.org](mailto:taneda.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.