

# GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL



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## OUTREACH/ELECTIONS COMMITTEE MEETING

MINUTES for: Thursday, February 4, 2010 7:30 PM

10116 Riverside Drive, Suite 200 Toluca Lake, CA 91602

### 1. Meeting Opening Call to Order:

Time: 7:30

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

Rich de Michele	John Moskal	Ryan Altoon	Jerome Williams		
X	X	EX	EX		

Guests:

### 2. Work-In-Progress

2.1 **GTLNC Newsletter** Lead Ryan Altoon

#### Quarterly Newsletter:

The new Winter GTLNC newsletter was recently completed and is ready for distribution to the public. Outreach will be looking into engaging the YMCA student leaders to assist in dissemination of the newsletters to the public.

**Rich will call YMCA and ask if members can distribute the Newsletter locally.**

**Rich and John will place newsletters in local businesses.**

2.2 **2009-2010 Election Plan** Lead Eric

- Update regarding May 27, 2010 election - **Discuss possibility of vote by mail.**
- **Plan for utilizing the YMCA people to assist with promoting the election.**
- **Choose a point person.**

**Eric will no longer be the point person - we need help with elections. Rich will call Eric to get materials returned.**

### 3 On-Going Business

3.1 **Good Neighbor Award** Lead Rich de Michele

- **Discuss any new submissions.**

**Cheryl Appleton has been recommended for The Good Neighbor Award.**

3.2 **Web Design** Lead Ryan Altoon

Concept designs for the new branding identity and the website will be delivered by the end of February. The Outreach Committee will review these concept designs and offer direction at its next scheduled meeting in March. Xapnet Internet Solutions will then begin the site build out in hopes of a prototype completion by mid-March. Outreach will review and offer comments and the final build out will occur over the following two weeks. Throughout the month of April, Ryan will be working with Xapnet to learn the system, post the relevant data to the site. A tentative launch date of the new site will be May 1st. These dates are subject to change based upon feedback, etc., and may be shorter. More updates to follow!

3.3 **Budget**

- Discuss Elections Budget **We will budget \$500 for food and materials for the election.**

### 4. Upcoming Events-

4.1

## 5. Close Meeting 8:30

### Next meeting will be on March 4th.

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.