



**DRAFT MINUTES**  
**OUTREACH & ELECTIONS**  
**COMMITTEE MEETING**



Wednesday, May 11, 2022  
 6:30pm

**ZOOM – MEETING ID 979 4137 2867**

Join Zoom Meeting Online: <https://zoom.us/j/97941372867>

Meeting ID: 979 4137 2867

Or via phone: (669) 900-6833 and enter/dial 979 4137 2867 followed by # (pound)

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

Instructions on how to sign up for public comments will be given to listeners at the start of the meeting.

COMMITTEE MEMBERS		<i>X = Present, AB = Absent, EX = Excused</i>
<u>X</u>	Katherine Hatton <i>Co-chair</i>	<u>X</u> Tess Taylor
<u>X</u>	Matt Kamin <i>Co-chair</i>	

<b>1. Call to Order</b>	Start Time <u>6:35</u> PM						
<b>2. Attendance</b>	Public in Attendance: <u>1</u>						
<b>3. Minutes</b> ( <i>One (1) Minute per Speaker per Agenda Item</i> )							
a. Review and Approve Committee Minutes (Materials can be found at <a href="https://www.gtlnc.org/">https://www.gtlnc.org/</a> under committee meeting documents)							
<b>MOTION A:</b> Approve the GTLNC April 6, 2022 Outreach & Elections Committee Minutes.							
<b>VOTE:</b> <u>2</u> / <u>0</u> / <u>1</u>	<i>First: Tess</i>						
<b>VOTE:</b> <u>2</u> / <u>0</u> / <u>1</u>	<i>Second: Katherine</i>						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Y</u> Katherine Hatton</td> <td style="text-align: center;"><u>Y</u> Tess Taylor</td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;"><u>A</u> Matt Kamin</td> <td></td> <td></td> </tr> </table>	<u>Y</u> Katherine Hatton	<u>Y</u> Tess Taylor		<u>A</u> Matt Kamin			
<u>Y</u> Katherine Hatton	<u>Y</u> Tess Taylor						
<u>A</u> Matt Kamin							
<i>Y – Yes                      A – Abstain                      I – Ineligible</i> <i>N – No                      R – Recusal                      E – Excused</i>							
<b>4. Public Comment</b> ( <i>Two (2) Minutes per Speaker on relevant subject not on agenda</i> )							
- none							
<b>5. Committee Member News &amp; Announcements</b> ( <i>Two (2) Minutes per Speaker on relevant subject not on agenda</i> )							
<ul style="list-style-type: none"> <li>- Paige is stepping down from GTLNC and as Chair of Outreach Committee, Matt and Katherine are stepping in as interim co-chairs</li> <li>- Tess is stepping down from Outreach but will complete all open projects, including homeless resources guide</li> </ul>							
<b>6. On-Going Business</b> ( <i>One (1) Minute per Speaker per Agenda Item</i> )							
a. Review of final promotional sticker and discussion re printing <ul style="list-style-type: none"> <li>- plan to give out 4"x4" sticker for businesses in area to put in window</li> <li>- rounding corners helps with receptivity</li> <li>- suggestion to ask businesses to hand out the stickers with receipts</li> <li>- have not yet confirmed with businesses or Chamber whether businesses are willing to put this up</li> <li>- Gameplan is to rework the image, then reach out to Chamber to see if their businesses would put sticker in their windows</li> </ul>							



- b. Review of homeless resource guide and printing option
    - Building hyperlocal resource guide for residents to know where to direct homeless folks
    - Suggestion to start with an online option before working on print run (at least until we return to in-person meetings)
    - Ideally will start with a simple flyer, possibly produce a business card too
- Matt signed out of meeting for 1 minute at 6:55pm

- c. Update on website changes
  - Working on getting TYS paid in full
  - Will talk to TYS about getting one other GTLNC user account to make updates to website
  - Now have “Join a Meeting” button and link to application for joining GTLNC
  - Goal to do FAQ page in future, ex: what’s an NPG & how do I apply?, what’s the planning process?, etc

- d. Discussion re Outreach Committee involvement in GTLNC newsletter, social media
  - Newsletter and Social Media run by secretary and paid social media manager
  - Given how small committee is, not realistic for Outreach to take this on yet

Tess left meeting at 7:01pm

**7. New Business/Future Projects (One (1) Minute per Speaker per Agenda Item)**

- a. Preliminary planning for 2023 GTLNC Election
  - Election hasn’t been scheduled yet, in past has been in May
  - Will work with TYS to reactivate existing election website and update with dates
  - Reminder that mailer would cost around \$5k and requires lead time, so will need to start that planning in the fall

Suggestion to invite Jake, GTLNC youth member, to work with Outreach

**8. Meeting Adjourned**

Close Time: 7:05 PM

Next Meeting: **Wednesday, June 8, 2022 @ 6:30 PM** – via Zoom

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS**

The public is requested to dial \*9 or use the “Raise Hand” option, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker unless adjusted by the presiding officer of the Board.

**AB 361 UPDATES**

Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council’s control, the meeting must be recessed or adjourned.

**PUBLIC POSTING OF AGENDAS** - GTLNC agendas are posted for public review as follows:

- Discovery Store (Community Kiosk), at the Southeast corner of Forman Avenue and Riverside Drive;
- [www.gtlnc.org](http://www.gtlnc.org); or
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils>



## **THE AMERICANS WITH DISABILITIES ACT**

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 accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Robyn Allyn, Board Secretary via email at [Robyn.Allyn@gtlnc.org](mailto:Robyn.Allyn@gtlnc.org).

## **PUBLIC ACCESS OF RECORDS**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: [www.gtlnc.org](http://www.gtlnc.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Robyn Allyn, Board Secretary via email at [Robyn.Allyn@gtlnc.org](mailto:Robyn.Allyn@gtlnc.org)

## **RECONSIDERATION AND GRIEVANCE PROCESS**

For information on the GTLNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the GTLNC Bylaws. The Bylaws are available at our Board meetings and our website [www.gtlnc.org](http://www.gtlnc.org)

## **SERVICIOS DE TRADUCCION**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Robyn Allyn, Secretary de la Mesa Directiva, por correo electrónico [Robyn.Allyn@gtlnc.org](mailto:Robyn.Allyn@gtlnc.org) para avisar al Concejo Vecinal."

## **NOTICE TO PAID REPRESENTATIVES**

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)