



# DRAFT MINUTES OUTREACH & ELECTIONS COMMITTEE MEETING



Wednesday, July 13, 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> Matt Kamin <i>Co-chair</i>	

<b>1. Call to Order</b>	Start Time <u>6:40</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 June 8, 2022 Outreach & Elections Committee Minutes.	<b>VOTE:</b> <u>2 / 0 / 0</u> First: Matt Second: Katherine						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black;"><u>Y</u> Katherine Hatton</td> <td style="border-right: 1px solid black;"></td> <td></td> </tr> <tr> <td style="border-right: 1px solid black;"><u>Y</u> Matt Kamin</td> <td style="border-right: 1px solid black;"></td> <td></td> </tr> </table>	<u>Y</u> Katherine Hatton			<u>Y</u> Matt Kamin			
<u>Y</u> Katherine Hatton							
<u>Y</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> )							
<b>5. Committee Member News &amp; Announcements</b> ( <i>Two (2) Minutes per Speaker on relevant subject not on agenda</i> )							
<b>6. On-Going Business</b> ( <i>One (1) Minute per Speaker per Agenda Item</i> )							
a. Preliminary planning for 2023 neighborhood council elections: outreach strategy, events, review of votetolucalake.org site - Election site up & running, and we can update most of site ourself - Aim for in-person Candidate Forum, record to put on YouTube channel/site, potential venues Harmony Church or Toluca Lake Elementary - Option for video candidate statements; questions re logistics & approval requirements – will ask DONE rep - Anticipated candidate filing in mid-late Feb thru late Mar; recommend funding motions on Oct/Nov agenda so can be funded before EOY to ensure enough lead time for purchase, esp for mailers  - General outreach needed to increase GTLNC awareness - aim to have presence at Toluca Lake Farmer’s Market – ask for board volunteers, what info should be at booth							



- Ask **DONE** about Social Media Policy to ensure we follow rules
- can we boost some of our posts on social media? – cost it out
- explore new branded merch giveaways ex foldaway totes – cost it out, add to Sept mtg agenda
- partner w other groups in the area, piggy-back on their existing outreach efforts

**b. Review of GTLNC.org site**

- Taking suggestions for improvement of website – please review for areas to update, adjust, add
- Create FAQ page on site
- Move newsletter signup to top of site
- Rearrange top menu – ex group resources to dropdown (Community, Covid-19, Green, Homeless), committee dropdown, make meeting docs easier to find
- Investigate where contact-us form goes
- Use site to encourage people to join committees – how can we make this easy?

**c. Update re: homeless resource guide**

- Awaiting response from local homeless support org to produce final doc that will go on website

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

NOTE COMMITTEE NOT MEETING IN AUGUST

- Planning to continue meeting 2<sup>nd</sup> Wednesday of each month, assuming co-chairs stay the same
- Stacy Roberts will join committee

**8. Meeting Adjourned**

Close Time: 7:26 PM

Next Meeting: ~~Wednesday, September 7~~ **September 14, 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.Alynn@gtlnc.org](mailto:Robyn.Alynn@gtlnc.org).



**MINUTES**  
**OUTREACH & ELECTIONS COMMITTEE**  
July 13, 2022  
Page 3 of 3



**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.gtln.org](http://www.gtln.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.Alynn@gtln.org](mailto:Robyn.Alynn@gtln.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.gtln.org](http://www.gtln.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.Alynn@gtln.org](mailto:Robyn.Alynn@gtln.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)