



DRAFT MINUTES
OUTREACH & ELECTIONS
COMMITTEE MEETING



Wednesday, September 14, 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> Matt Kamin	<i>Chair</i>	<u>X</u> Katherine Hatton
		<u>X</u> Stacy Roberts

1. Call to Order	Start Time <u>6:31</u> PM									
2. Attendance	Public in Attendance: <u>2</u>									
3. Minutes (<i>One (1) Minute per Speaker per Agenda Item</i>)										
a. Review and Approve Committee Minutes (Materials can be found at https://www.gtlnc.org/ under committee meeting documents)										
MOTION A: Approve the GTLNC July 13, 2022 Outreach & Elections Committee Minutes.	VOTE: <u>3</u> / <u>0</u> / <u>0</u> First: Katherine Second: Stacy									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><u>Y</u> Matt Kamin</td> <td style="width: 33%;"><u>Y</u> Katherine Hatton</td> <td style="width: 33%;"><u>Y</u> Stacy Roberts</td> </tr> <tr> <td><i>Y – Yes</i></td> <td><i>A – Abstain</i></td> <td><i>I – Ineligible</i></td> </tr> <tr> <td><i>N – No</i></td> <td><i>R – Recusal</i></td> <td><i>E – Excused</i></td> </tr> </table>	<u>Y</u> Matt Kamin	<u>Y</u> Katherine Hatton	<u>Y</u> Stacy Roberts	<i>Y – Yes</i>	<i>A – Abstain</i>	<i>I – Ineligible</i>	<i>N – No</i>	<i>R – Recusal</i>	<i>E – Excused</i>	
<u>Y</u> Matt Kamin	<u>Y</u> Katherine Hatton	<u>Y</u> Stacy Roberts								
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<i>N – No</i>	<i>R – Recusal</i>	<i>E – Excused</i>								
4. Public Comment (<i>Two (2) Minutes per Speaker on relevant subject not on agenda</i>)										
5. Committee Member News & Announcements (<i>Two (2) Minutes per Speaker on relevant subject not on agenda</i>)										
6. On-Going Business (<i>One (1) Minute per Speaker per Agenda Item</i>)										
a. Discussion and potential action re: branded outreach giveaways. See GTLNC.org for sample products considered.										
MOTION B: To approve up to \$850.00 for 250 GTLNC logo branded tote bags for outreach giveaways.	VOTE: <u>3</u> / <u>0</u> / <u>0</u> First: Katherine Second: Stacy									
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<i>Discussion regarding purpose of bags in promoting GTLNC and raising awareness ahead of 2023 election; to give away at GTLNC booth at Farmer’s Market & other community events</i>										
<i>Discussion about what are the most effective promotional tactics; request for committee to deliver monthly report on newsletter and website metrics</i>										



b. 2023 Neighborhood Council Elections

- Planning outreach strategy & calendar

Discussion of promotional options, including mailers and billboards, in-person events (ex: partner with Chamber on an event)

Funding for any paid promotion should be done in Oct/Nov to provide adequate lead time

Committee will explore in-person and local media options: Matt to reach out to Toluca Lake Magazine re promoting election and spotlighting departing board members; Stacy to reach out to HOA re GTLNC participation at Turkey Trot

c. Working session: updates to GTLNC.org

Committee is pleased with updates to website, including Zoom link and meeting documents link in top menu

Ask committee chairs to submit questions they get that can build FAQ page

Suggestion to ask at the General Meeting for further recommendations on what people want improved on the website; ex: request for “add to my calendar” option for the events/meetings

Suggestion for art contest for the committee images/thumbnails

d. Working session: GTLNC Content Calendar Sept-Oct

Start by asking Lisa what will be helpful

Suggestion to use art contest winners to help with election promotion images that will be used in GTLNC newsletter/social media

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

Next meeting to move to THURSDAY, OCTOBER 6, 2022 @ 6:30 PM

8. Meeting Adjourned

Close Time: 7:17 PM

Next Meeting: ~~Wednesday, October 12~~, **Thursday Oct 6, 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; 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



MINUTES
OUTREACH & ELECTIONS COMMITTEE
September 14, 2022
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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.

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 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

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

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 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. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org