



DRAFT MINUTES
OUTREACH & ELECTIONS
COMMITTEE MEETING



Thursday, October 6, 2022
 5:00pm

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 |

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|--|--|
| 1. Call to Order | Start Time <u>5:03</u> <u>PM</u> |
| 2. Attendance | Public in Attendance: <u>0</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 Sept 14, 2022 Outreach & Elections Committee Minutes. | VOTE: <u>3</u> / <u>0</u> / <u>0</u> <i>First: Katherine</i> <i>Second: Stacy</i> |
| <u>Y</u> Matt Kamin <u>Y</u> Katherine Hatton <u>Y</u> Stacy Roberts <i>Y – Yes A – Abstain I – Ineligible</i> <i>N – No R – Recusal 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. Update re GTLNC logo totes purchase / GTLNC booth at Farmer’s Market <ul style="list-style-type: none"> - Found logo totes in storage so will not purchase now; may purchase in the new year and will include 2023 Toluca Lake Centennial branding - Gathered supplies for outreach events, including slightly broken pop-up tent and tub of branded giveaways, GTLNC tablecloths - Aiming to be at Farmer’s Market Oct 16 when new Toluca Lake US Rep Tony Cardenas will be there as well as Oct 30 for Halloween event - Outreach committee to staff along with volunteers from board – Fred, Kevin, and Robyn have agreed to help with outreach events | |
| b. GTLNC at Turkey Trot (Nov 20, 2022) + Holiday Open House (Dec 3, 2022) <ul style="list-style-type: none"> - All set for GTLNC being at Turkey Trot, to request more Board Members volunteer | |



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|---|---|
| - | <i>Confirm whether tables are provided for Turkey Trot & Holiday Open House</i> |
| c. 2023 Neighborhood Council Elections | |
| - | Planning outreach strategy & calendar (candidate filing opens Feb 22, 2023) |
| - | <i>Website was updated with next year's election day</i> |
| - | <i>To add more info as released by DONE or city clerk (ex link to application, learn to be a candidate events)</i> |
| d. Working session: updates to GTLNC.org | |
| - | <i>To request committee chairs submit questions for FAQ</i> |
| - | <i>To add homelessness resources to site before end of October</i> |
| 7. New Business/Future Projects (One (1) Minute per Speaker per Agenda Item) | |
| a. Possible art contest for website thumbnails / election promo images | |
| - | <i>To ask board if they want new images for website</i> |
| | |
| - | <i>Storage unit was inventoried, mostly has event supplies – arts & crafts, decorations, paper towels etc; ask board if we should donate some of the supplies to reduce inventory se we don't forget what's there</i> |
| | |
| - | <i>Suggestion to create GTLNC letterhead for submitting letters of action, CIS, etc. Matt will bring this to Colby</i> |
| | |
| 8. Meeting Adjourned | |
| Close Time: <u>5:30</u> PM | |
| Next Meeting: Wednesday, November 9, 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

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,



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please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Louis Schillace, Board Secretary via email at Louis.Schillace@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