



OUTREACH COMMITTEE MEETING MINUTES

Tuesday, October 1, 2019 @ 6:30 PM
10110 Riverside Dr. Toluca Lake, CA 91602

1. **Meeting Opening/Call to Order** Start Time: 6:35 pm
2. **Attendance** *Please mark X=present EX=excused AB=unexcused absence:*

Kelly Cole, Co-Chair Tony Carey Lee Jamieson Tina Smith
 Juliann Miles, Co-Chair Katherine Hatton Danielle Mihaljevich

3. **Public Comment**
4. **TYS Website Updates**

-Kelly Cole: I have not received any notes from any other Board members.

-Katherine Hatton: I have a ton of notes for the website. I just haven't sent them all in. We can get together and just exchange notes.

-Kelly Cole: That seems awesome. We will form an ad hoc committee for the website. It has to be called an ad-hoc anytime when any other board members meet outside of meetings.

-Juliann Miles: I have a question. Shouldn't you contact Executive before forming an adhoc? In other words, shouldn't you contact the committee in which this issue resides in before forming an ad hoc committee? I doubt anyone in Exec would be against this, but why not contact them first?

-Kelly Cole: It would be a working meeting. It would come back to Exec. There wouldn't be any decisions made until it was presented to Exec. I don't understand what the hesitation is. What is your concern?

-Juliann: In the interest of transparency and clear communication, I do not see an issue of contacting the committee in which the issue resides in prior to forming an ad hoc. A great example of what could go wrong is a prior ad hoc committee that was formed to construct a statement regarding the homeless issue in GTLNC. After a CIS presented from Outreach failed to pass during the general board meeting, the former president suggested that an ad hoc committee be formed to work on the issue. The former Outreach chair did not want to chair that committee. The president then asked the members of the general board if anyone was willing to take on that responsibility. At that time, Reynold Blight's name came up, and Reyn decided to take the lead and spearhead the ad hoc. This process took place in front of the entire board and public. However, there is still misinformation and miscommunication that has been and keeps being spread about the formation of the ad hoc committee. That there was a lack of transparency and that Exec behaved inappropriately, and this took place during a general board meeting in front of everyone. So, to prevent any issues or appearance of not being transparent, why not just contact the Exec Committee. Then, if claims come up that some inappropriate behavior took place, documentation can be provided.

-Tony Carey: What are the rules regarding communicating with the board. I mean can you not have a conversation with board members; I mean what are the rules. What can you can and cannot do? I mean it seems that it would be ridiculous to have to have an ad hoc to get something done. What are the rules? Where can we get the rules?

-Kelly Cole: I believe to have convos and to get stuff done, the ad hoc allows us to do it and not to have to take minutes. It is an informal meeting that is one topic.

-Katherine Hatton: I am trying to recall from Ethics training, I think if it is 3 people or more then creation of an ad hoc should be considered.

-Tony Carey: Juliann, What is your knowledge of the rule? What do you think?

-Juliann Miles: It doesn't matter what I think. I think its best to be safe and to err on the side of caution.

-Katherine Hatton: In the need of transparency and efficiency, we will do notes separately. I also have notes from Jim that I will submit.



-Juliann Miles: Would it make sense to have a list of things that we know are items that need to be addressed, i.e. the agenda/minutes drop down & calendar, email that list of knows to the members and have them provide additional input?

-Tony Carey: We can have a google doc posted on the drive. It can be a read document for everyone, and Kelly can add to it. That way, people see what has already been suggested for improvements and can add to it rather than repeating the same things over and over again.

-Juliann Miles: We have the ability to allow board members to view and not edit on google docs, and send the edits to Kelly.

-Kelly Cole: I think that is an excellent idea. I will reach out to DONE to get clarity on the issue.

5. GTLNC Youth Seat Outreach

Kelly Cole: Juliann is working on setting up the interviews. I wonder if there is a conflict of interest if I sit in on the interviews since one of the candidates is my son. I asked Freddy about this. I am waiting for a clear response about this.

Katherine Hatton: Although there is no financial benefit, it may be in good form to recuse yourself from the process. Do you want to sit in on the interviews?

Kelly Cole: I do. I would love to hear what the candidates have to say and ask questions.

Tony Carey: How many candidates do we currently have?

Juliann Miles: As of right now, we have 5 who have turned in their letter of intent. So, we are going to schedule those interviews.

Kelly Cole: It is a gray area since it is an appointment done by the President.

Tony Carey: Do we have any input on it?

Juliann Miles: I'll look at the previous minutes to see what we did. I believe the board confirmed the appointment, but I have to go back and check. I do believe that Kelly did vote to confirm the appointment last time, but I guess we will hear back from Freddy.

Katherine Hatton: Joe was the only individual last time so it wasn't a real issue.

Kelly Cole: Yeah. We didn't have any other applicants. We didn't have time to do Outreach, so he was the only one. He wasn't even appointed until like January.

6. 12th Annual Valley Disaster Preparedness Fair

-Tony Carey: I'm picking up stuff on Monday. If anyone else wants to join me, they are encouraged to do so. We can have someone sit at the table and someone can walk around and interact with people. It is 10/12.

-Kelly Cole: Joe is planning to attend.

-Juliann Miles: I may be able to swing by for a little bit and assist. I will have to check my schedule.

7. Clean Streets Challenge & Garden Club Clean Up: (TBD between 10/5/19- 11/30/19)

-Katherine Hatton: There wasn't clean streets last year. The program has gone away. We are going to continue by participating with the clean up by partnering with the Garden Club. I will see if we can get supplies from Alice and CD4 to help.

-Tony Carey: Is this the same program that did the clean up on the freeway ramp.

-Kelly Cole: No that was TLBP.

-Juliann Miles: Has the Garden Club scheduled that date?

-Katherine Hatton: 10/20. I will confirm tonight, but I am pretty certain it is 10/20.

-Juliann Miles: The flyer/ images that will be used for outreach. Is EAC designing that, TYS, Garden Club?

-Katherine Hatton: I can do that on Canva.

-Juliann Miles: Can you have that completed by 10/7 so it can go out the 9th and the 16th.



-Kelly Cole: I love this event. It is a great partnering event that is long overdue. We all get along alright. It sets a great precedent.

-Tina Smith: What does this clean up entail.

-Katherine Hatton: We will be cleaning up the areas and Garden Club will be doing some planting.

8. **GTLNC Halloween Bike Ride: (10/26/19) Confirmed for 10/26**

-Kelly Cole: I know that you guys are taking the lead are there is a possible conflict of interest.

-Juliann Miles: Wait, are you two taking the lead or is Jason taking the lead?

-Tina Smith: Jason is

-Danielle Mihaljevich: I have a question. It seems like the rules are different for us than they were for Craig. How is it that he was able to do all of those things and not have a conflict of interest and we do? How did Craig do it?

-Katherine Hatton: The previous boards weren't that concerned. This new board is attempting to follow the rules a little more closely.

-Juliann Miles: That's not true. There were several times we had to contact the City Attorney to see what Craig was allowed and not allowed to do. Craig had been around for awhile and was always creative about participating without breaking the rules. Earth Day is a great example. Craig participated in several different ways but his business name was not plastered on the materials advertised or promoted via social media. I suggest that you provide what your plan is in participating and submit that to the City Attorney.

-Kelly Cole: There are several creative ways to participate. I suggest that you submit that detail plan on you are going to participate, and then provide alternatives. It may not hurt to get the president, Jason, involved.

-Tony Carey: My concern is safety issues. In public safety, we have talked about the scooter safety. There has to be a way that we ask that the participants who are going to be on the scooters participate in a safe manner. We also need to provide information for the participants to make sure they are respectful to the residents during the ride. How are we handling this?

-Juliann Miles: I believe that the waiver includes that participants have to wear helmets.

-Tony Carey: People don't pay attention to waivers. Is there going to be someone there to make sure that they are following our safety standards?

-Juliann Miles: I will be there on the 10/26. I know Jason can't be there. So I'll come and make sure waivers are turned in and appropriate safety equipment is worn. I will also reach to make sure that it is put on the website, nextdoor, & all other social media. We will post it next to flier on the bulletin board, and make sure it is posted when people check in; Tony, can you please email executive the information regarding scooter safety and the ride courtesy?

-Lee Jamieson: Maybe we can see if Target can donate helmets and have the council give them out for the ride

-Kelly Cole: Yeah, it is too close to the event to attempt to do that.

-Tina Smith: How much can we promote this? Is it a more the merrier event or is it an event that is just for the residents?

-Juliann Miles: More the merrier. Outreach is meant to get the GTLNC name out there, to raise awareness about NCs, and encourage a community engagement.

9. **THOA Turkey Trot (11/10/19)**

Kelly Cole: I'm not sure we decided what we are going to do about this. Do we know how are we allowed to contribute? Is it possible donate to the pre-run event.

Juliann Miles: I thought we nixed this during Exec. Let's reach out to the City Attorney for clarification

Kelly Cole: Would it make sense for it to be one-point person to submit requests? To me it makes more sense than sending a barrage of requests from different people.



Juliann Miles: I agree, but does this make it seem like we not allowing access or encouraging access to the City Attorney. As things are right now, we encourage everyone to reach the City Attorney or DONE if they have an issue. My concern is that people will take this as the Executive Cmte. not being transparent.

Kelly Cole: Nah, I don't think that will be an issue. It streamlines the process. Makes it easier

10. Holiday Open House (12/6/19):

-Kelly Cole: My issue is that they place us where there is no foot traffic. We do make a significant donation, maybe we can request to have better placement.

-Juliann Miles: I hear you. It makes sense taking into account their layout. We are always located where the rest of the community organizations located. The Toluca Lake HomeOwners, the Chamber, Ryu's Office. I think the location isn't really the issue. However, I would have to say that in previous years, they had a jazz band in that area. With additional seating and music, there was more foot traffic. Maybe we look into donating toward their live entertainment for the event. In other words, bring back the Jazz band.

-Lee Jamieson: We should have some lights. Maybe we can decorate table with LED lights to draw attention.

-Tony Carey: It may be nice to be located over by the old GTLNC office. Near that parking lot. It gets a ton of foot traffic.

11. Earth Day/ Taste of Toluca 2020 (4/19/20)

-Juliann Miles: We should begin filling out the permit and all the necessary paperwork.

-Kelly Cole: I would like to look at changing the name. I think we would draw more vendors. It would also encourage other community organization to take part. Toluca Day. We would keep the taste portion but I say we should change the Earth Day portion.

-Tony Carey: Is it even on Earth Day?

-Juliann Miles: No. It use to be on Earth Day, but since there are so many other Earth Day celebrations taking place around the city, we moved it. It allows us to obtain resources that are hard to obtain or more expensive to obtain. What I would like to do, and encourage GTLNC to do, is to make it an Earth Month Celebration. Throughout the month we do clean ups, small environmental outreaches, and make it a month long thing rather than one event. We can see the Earth Day/ Taste of Toluca kind of the big event of the month. I will say regarding the name, that there may be push back from the community.

This event was started to raise awareness, but to also serve as a flagship event for GTLNC. In order to establish a tradition you need to keep some consistency. You will lose that by changing the name.

12. New Business

Meeting ending at 7:48

Next Meeting: Tuesday, November 5, 2019 10110 Riverside Dr. Toluca Lake, CA 91602

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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

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