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## OUTREACH & ELECTIONS COMMITTEE - MINUTES

Tuesday, February 4, 2020 @ 6:30 PM

10110 Riverside Drive, Toluca Lake, CA 91602

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1. Meeting Opening/Call to Order Start: 6:36 pm End: 7:36 pm
2. Attendance  
X Kelly Cole, *Co-Chair* X Tony Carey, *Co-Chair* X Katherine Hatton X Tina Smith  
X Lee Jamieson X Danielle Mihaljevich
3. Public Comment - Don Miller shared his concerns about the unfinished streetlight project. Also, the green and white Toluca Lake sign provided by the city was broken.
4. Earth Day/Taste of Toluca (4/19/20) - Discussed the need for a large (60+) number of volunteers for the project, and also concerns that none of knew what was going on with the planning of the event or what the expectations for our committee might be. Determined we wanted to have an Outreach table at the event, which would require staffing for the duration.
5. Other 2020 Events - The Pancake Breakfast was discussed as an upcoming event which typically asks for 500. from us. The idea of formulating a standard set of requests in these instances was brainstormed, including prominent logo placement and table locations, inclusion in promotion.
6. Website Changes & Oversight - List of fixes was submitted but most changes have yet to be made. Committee would like to be more involved in updating and managing the website.
7. Outreach Strategy & Efforts - We want to be strategic in how Outreach approtions our volunteer hours and the Board funds. Strategy is leaning towards support of efforts to educate and engage the community with the Council. A larger budget is required to do this effectively, and Outreach intends to ask for a bigger share of funds in the next fiscal year. We will need to put together a budget based on goals prior to finalizing the new board budget. There was agreement that it is a good idea to invite the entire board to be involved in budget planning for the next fiscal year, and that Outreach would ask to be included in the process.

We also discussed wanting Board meetings to be more inviting and dynamic for stakeholders and brainstormed ways to make that happen. It was considered important to find a way to delegate or address public concerns that are shared so that people feel heard.

8. GTLNC Welcome Packet - Committee likes the idea of having Welcome packets to give away to new area residents. These will include invites to Council meetings and events, City contact numbers, maps and business information, and other related information helpful to new residents. Budget and means of distribution to be determined.



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9. Community Survey - This was suggested as something to put on our website, to provide more interaction and utility, engage stakeholders and generate more data about how our website is used.
10. Elections Handbook - Kelly was invited by the City Clerk's office to join a working group on neighborhood Council Elections. The information and changes coming out of these meetings - 6 scheduled to date, 2 held already - is relevant to the Election Handbook and production of the book will follow the Working Group's conclusion.
11. New Business - Not at this time.

**Next Meeting:** Tuesday, March 3, 2020 @ 6:30 PM – 10110 Riverside Drive, Toluca Lake 91602

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” 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.

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

- John Arroe Building (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 <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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**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: [gtlnc.org](http://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 Juliann Miles, Board Secretary via email at [Juliann.Miles@gtlnc.org](mailto:Juliann.Miles@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 Natasha Lewin, Secretary of the Mesa Directiva, por correo electrónico [Juliann.Miles@gtlnc.org](mailto:Juliann.Miles@gtlnc.org) para avisar al Concejo Vecinal."