

3330 Cahuenga Blvd. West, Suite 505  
Los Angeles, California 90068 (818)  
755-7674 www.gtlnc.org |  
info@gtlnc.org

## **OUTREACH & ELECTIONS COMMITTEE Virtual Meeting (via Zoom)**

**Tuesday, June 2, 2020 @ 6:30 PM**

**Zoom Meeting ID # 913 5054 8798** To join the Zoom Meeting Online

<https://zoom.us/j/91350548798> OR via telephone (669)

900-6833, enter meeting ID (above) and #

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF GREATER TOLUCA LAKE NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ON ZOOM AND BE ACCESSIBLE TELEPHONICALLY. Persons on the phone wishing to attend the Board telephonically may also dial (669) 900-9128, and enter the webinar ID number above and then press # twice to join the meeting. Instructions on how to sign up for public comments will be given to listeners at the start of the meeting.

1. Meeting Opening/Call to Order Start: 6:34 pm End: 7:29 pm

2. Attendance

X- Kelly Cole, *Co-Chair* X-Tony Carey, *Co-Chair* X-Katherine Hatton  
X-Tina Smith AB-Lee Jamieson X-Danielle Mihaljevich

3. Public Comment -  
question about  
format for public  
comments section  
in board meetings

4. Covid-19 Impact & Response: current & future status, immediate needs -  
ran public survey on impact of covid on community members. 13  
responses, generally positive. Continuing to run surveys on various  
subjects, Enviro has the next one, in cooperation with the Chamber,  
regarding the impact of Covid on our business community.

5. Ad Hoc Committee: current & future status - see above

6. Outreach & Elections Budgeting:

Expenditures for 2019-20 & budget priorities for the 2020-21 fiscal year

7. MOTION A: Approve up to 1000. for a new pop-up tent, with lights and logo.

First - Tony, second - Katherine, vote unanimous

8. MOTION B: Approve up to 2000. for equipment and supplies to support meetings, including meeting and parking signs and lights, replacement tablecloths, and related materials.

First - Katherine, second - Tina, vote unanimous

Discussed the need to make materials as green as reusable as possible. Also, that these items might not be urgent is Covid restrictions continue throughout the year.

9. MOTION C: Approve up to 2000. for a new community bulletin board with a larger posting capacity and solar lights.

First - Katherine

Second - Tony

Vote unanimous

10. MOTION D: Approve up to 5000. to provide specific support for the community as we emerge from quarantine, including signage and banners, flyers, posters and equipment.

First - Tony, second - Katherine, vote unanimous

Discussed the need to speak to the community in an uplifting and public way through signs and banners, especially during and immediately after the lifting of most Covid restrictions. Also, the need to keep materials as green and reusable as possible. Discussed the needs of the business community and how small business owners may need support fulfilling and communicating the ever-changing restrictions. Wanting to help our small businesses survive the pandemic.

3330 Cahuenga Blvd. West, Suite 505  
Los Angeles, California 90068 (818)  
755-7674 www.gtlnc.org |  
info@gtlnc.org

11. Website Changes & Oversight

- discussed the continuing challenges of the current website, especially subscribing to the email list and finding meeting times and other key information. Several inaccuracies remain. Serious lack of utility needs to be addressed.

12. Executive Committee yearly election process, outreach for executive committee

- discussed ways to make this process more transparent moving forward, including the filing and sharing of candidate intentions and statements.

13. Continuing Outreach Strategy & Efforts, including welcome packets

14. New Business

**Next Meeting: Tuesday, July 7th 2020 @ 6:30 PM – via Zoom ID 913 5054 8798**

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** The public is requested to dial \*9, 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.

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

- Community Kiosk - On the side of the Discovery Shop (10124 Riverside Dr. Toluca Lake, CA 91602) - across from Trader Joe's

- [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>

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

3330 Cahuenga Blvd. West, Suite 505  
Los Angeles, California 90068 (818)  
755-7674 [www.gtlnc.org](http://www.gtlnc.org) |  
[info@gtlnc.org](mailto:info@gtlnc.org)