



**MINUTES**  
**OUTREACH & ELECTIONS**  
**COMMITTEE MEETING**  
 Wednesday, May 19, 2021  
 6:30 PM



**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 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.

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>	Kelly Cole	<i>Chair</i>	<u>X</u>	Tina Smith	<u>X</u>	Danielle Mihaljevich
<u>X</u>	Katherine Hatton		<u>EX</u>	Ari Stern	<u>EX</u>	Natasha Lewin
<u>EX</u>	Hannah Globus		<u>X</u>	Lee Jameson	<u>X</u>	James Fitzpatrick

<b>1. Call to Order</b>	Start Time 6:36 PM									
<b>2. Attendance</b>	Public in Attendance: 0									
<b>3. Minutes - All votes on minutes motions moved to June 2021 Committee meeting.</b>										
a. Review and Approve Committee Minutes.										
<p><b><u>MOTION A:</u></b> Approve the GTLNC Outreach &amp; Election Committee Minutes from January 15, 2021. Full text of the minutes can be found at: <a href="https://www.gtlnc.org/">https://www.gtlnc.org/</a></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Kelly</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Tina</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Danielle</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Katherine</td> <td style="border-bottom: 1px solid black; text-align: center;">Ari</td> <td style="border-bottom: 1px solid black; text-align: center;">Natasha</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Hannah</td> <td style="border-bottom: 1px solid black; text-align: center;">Lee</td> <td style="border-bottom: 1px solid black; text-align: center;">James</td> </tr> </table> <p><i>Y – Yes</i> <i>N – No</i></p>	Kelly	Tina	Danielle	Katherine	Ari	Natasha	Hannah	Lee	James	<p><b><i>VOTE:</i></b>  <u>   </u> / <u>   </u> / <u>   </u>  <i>First:</i>  <i>Second:</i></p> <p><i>A – Abstain</i>      <i>I – Ineligible</i>  <i>R – Recusal</i>      <i>E – Excused</i></p>
Kelly	Tina	Danielle								
Katherine	Ari	Natasha								
Hannah	Lee	James								
<p><b><u>MOTION B:</u></b> Approve the GTLNC Outreach &amp; Election Committee Minutes from February 3, 2021. Full text of the minutes can be found at: <a href="https://www.gtlnc.org/">https://www.gtlnc.org/</a></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Kelly</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Tina</td> <td style="width: 33%; border-bottom: 1px solid black; text-align: center;">Danielle</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Katherine</td> <td style="border-bottom: 1px solid black; text-align: center;">Ari</td> <td style="border-bottom: 1px solid black; text-align: center;">Natasha</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Hannah</td> <td style="border-bottom: 1px solid black; text-align: center;">Lee</td> <td style="border-bottom: 1px solid black; text-align: center;">James</td> </tr> </table>	Kelly	Tina	Danielle	Katherine	Ari	Natasha	Hannah	Lee	James	<p><b><i>VOTE:</i></b>  <u>   </u> / <u>   </u> / <u>   </u>  <i>First:</i>  <i>Second:</i></p>
Kelly	Tina	Danielle								
Katherine	Ari	Natasha								
Hannah	Lee	James								



**MOTION C: Approve the GTLNC Outreach & Election Committee Minutes from March 10, 2021. Full text of the minutes can be found at: <https://www.gtlnc.org/>**

VOTE:  
 \_\_\_/\_\_\_/\_\_\_  
 First:  
 Second:

Kelly	Tina	Danielle
Katherine	Ari	Natasha
Hannah	Lee	James

**MOTION D: Approve the GTLNC Outreach & Election Committee Minutes from April 14, 2021. Full text of the minutes can be found at: <https://www.gtlnc.org/>**

VOTE:  
 \_\_\_/\_\_\_/\_\_\_  
 First:  
 Second:

Kelly. Tina. Danielle  
 Katherine. Ari. Natasha  
 Hannah. Lee. James

**4. Public Comment**

There was no public in attendance, therefore no public comment.

**5. Committee Member News & Announcements**

Congratulations to Katherine and Lee on their re-election to the GTLNC Board's 2021-22 term.

Lee stated the homelessness issue has worsened in North Hollywood.

**6. On-Going Business**

a. 2021 GTLNC Election postmortem

Election went smoothly, with more voters than expected given the cumbersome new voter registration, ballot and voting location rules implemented by the City Clerk's office. Percentage-wise it appeared we had a better than average participation level. We do not know the total number of ballots cast as of yet, but it appears to be in 200 range. Given the budget spent for the election, each ballot cast cost approximately 25. dollars. The new board looks to be composed of a mixture of newcomers and returning members. Given that every seat is up for re-election in every election, it is useful to have some institutional memory carry over.



b. New Board Welcome plan

Send in-coming board information on mandatory trainings and budget protocol and deadlines. Cornerstone is the portal now in use by DONE for the trainings. Consider training all board members on how to notify NC support for agenda posting, and how to upload documents to the GTLNC drive.

Other areas where it may be useful to communicate information to incoming board members:

Defining and redefining the committees and what it takes to be a committee chair, including the amount of time it takes to create agendas and minutes and the lead times required. Outlining the open procedure for nominating an executive board. Clarifying the transition from one board to the next. A glossary of terms and acronyms (for instance, DONE is the Department of Neighborhood Empowerment but it is also called Empower LA, mysteriously but interchangeably). An org chart for the department and how it relates to the council would also be useful. It was suggested DONE could offer Roberts Rules trainings for all new board members. DONE could also provide an easy-to-use template for all meeting agendas.

**7. New Business**

We discussed creating a letter of recommendations from the outgoing committee, prior to the end of our term. Items which could be included: Tools and content for outreach should logically be managed by the Outreach Committee. These include the newsletter, the website and social media channels. The current website lacks fundamental utility and needs to be updated. Easy access to the new GTLNC YouTube Channel can be integrated into the website. Links to all budget items for the GTLNC should be included on the website. Updating of the website should be easy to perform by board members. Because it is now not, votetolucalake.org was created as a work around for the past two elections. Social media management is time consuming and is currently performed by a professional marketer. This utilizes a significant portion of our budget every year. Given the level of engagement we currently see, this is an area which could use re-evaluation by a new general board/outreach committee.

Board transition issues: New fiscal year budget AND new board begin on July 1. This saddles a new board with an out-going board's budget priorities. This conflict should be addressed at the level of DONE and the City Clerk, but barring that, GTLNC should adopt an exceptionally neutral, simplified budgeting process so as to not unduly limit an incoming board. This includes communicating clearly with a newly seated board that they are not bound by line items they may have inherited.

We are still unclear about the new DONE protocol for the July 1st seating of a new board. As we do not have a meeting scheduled for that time, how do we ensure a functional transition? These are questions for DONE to answer, but as a committee we would like to help the new board hit the ground running.

Transition of power next steps require DONE guidance.

Jim volunteered to stay on the committee for one more month if needed for quorum for the meeting minutes.

**8. Meeting Adjourned**

Close  
 Time:  
 7:23 pm

Next Meeting: **June 9, 2021**– via Zoom



**MINUTES**  
Outreach & Elections Committee Meeting  
May 19, 2021  
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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:

- Discovery Store (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>

### **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, 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](mailto: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](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 Robyn Allyn, Board Secretary via email at [Robyn.Allyn@gtlnc.org](mailto: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](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 Robyn Allyn, Secretary de la Mesa Directiva, por correo electrónico [Robyn.Allyn@gtlnc.org](mailto:Robyn.Allyn@gtlnc.org) para avisar al Concejo Vecinal."