



**MINUTES**  
**OUTREACH & ELECTIONS**  
**COMMITTEE MEETING**  
 Wednesday, June 9, 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>	Lee Jameson	<u>X</u>	James Fitzpatrick

<b>1. Call to Order</b>	Start Time 6:34 PM
<b>2. Attendance</b> Board Member-elect Shawn Besharty attended the meeting.	Public in Attendance: 1
<b>3. Minutes</b>	
<i>(One (1) Minute per Speaker per Agenda Item)</i>	
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> <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> <p><b><u>MOTION C:</u></b> Approve the GTLNC Outreach &amp; Election Committee Minutes from March 10, 2021. Full text of the minutes can be found at: <a href="https://www.gtlnc.org/">https://www.gtlnc.org/</a></p>	<p><b><i>VOTE:</i></b> 5/0/0 <i>First: Jim</i> <i>Second: Katherine</i></p> <p><b><i>VOTE:</i></b>5/0/0 <i>First: Tina</i> <i>Second: Jim</i></p> <p><b><i>VOTE:</i></b> 5/0/0 <i>First:Jim</i> <i>Second:Katherine</i></p>



**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:  
5/0/0  
First: Tina  
Second: Danielle

**MOTION E:** Approve the GTLNC Outreach & Election Committee Minutes from May 19, 2021. Full text of the minutes can be found at:  
<https://www.gtlnc.org/>

VOTE:  
5/0/0  
First: Katherine  
Second: Tina

#### **4. Public Comment**

Welcomed Board Member-elect Shawn Besharty to the GTLNC.

#### **5. Committee Member News & Announcements**

Last committee meeting of this term. Thanked the members of the Outreach & Elections Committee for their efforts and good will during a difficult term defined by the Covid-19 pandemic. Gratitude to Jim Fitzpatrick for his community dedication and years of service, and coming to the last meeting vote on the minutes.

#### **6. On-Going Business**

- a. Final Committee Meeting of 20-2021 term. Minutes for this meeting will exist only in draft form, as this meeting in this configuration will not meet again.
- b. Guidance for new Board members - Discussed the usefulness of a quick reference sheet for new board members. Katherine mentioned a packet which DONE provided in 2019 two years ago which could be useful. Need to see if they have it in digital version. Talked about the types of things a new board member could find useful, such as definitions of CIS and NPG. DONE trainings in Roberts Rules and the Brown Act.



c. Memo of Recommendations from the Outgoing Outreach Committee

Discussed the recommendation that the tools of Outreach reside with Outreach, including the mailing list, the newsletter, social media, the website and related platforms. Communication is the principle role of the committee and the content and use of platforms its main function. This would allow for more robust, effective outreach as well as more timely and cost-effective postings and fixes.

Discussed the separation of Elections and Events into their own Full-Board Ad Hoc Working Groups (as needed) as opposed to being under the umbrella of Outreach & Elections. Elections and Events have historically utilized a large part of our budget and required many volunteer hours from every board member. To maximize participation in these large projects, board-wide involvement is vital, and working groups would bring in more of the board and allow for equitable sharing of decision-making and labor.

Discussed the need to update the GTLNC By-Laws. There are several areas where our by-laws could use refreshing, including the amount of unilateral power and responsibility which falls to the president. A more even distribution would encourage delegation, increase transparency and share the burdens more equitably among the executive committee and the board. It was also suggested the GTLNC consider changing our 100% At-Large seats to assigned board seats as do many other neighborhood councils, such a business owners, homeowners, renters, seniors, etc. This would ensure wider inclusion and representation of the many stakeholder groups which make up our community.

**7. New Business**

Discussed the transition from the out-going board to the in-coming board, and how the way we have done it in the past is impacted by the new DONE Board Seating Policy of 4/21 stipulating July 1st as the universal board transition date. The July 1st date may be best handled by a Special Meeting with a limited agenda, so that the new board can be seated and the their officers elected in order to comply with the Seating Policy guidelines. This also provides the new board with control over their July agendas.

Discussed ways for the new Board to not feel saddled by the old board's budgeting, given that the July 1 board seating date is the same as the July 1 fiscal year start. Suggested that the board-elect be made to fully understand that all line items are merely placeholders and they are free to chance it as they choose. Suggestion was made that the board-elect sees the simple budget submitted to the City as well as the line-item budget from the previous term/year so that they are better able to make the changes in the future, and feel unbound from the old board's priorities.

**8. Meeting Adjourned**

Close  
 Time: 7:28

Next Meeting: **To Be Determined by the new Outreach Committee**– via Zoom

**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.



## MINUTES

### Outreach & Elections Committee Meeting

June 9, 2021

Page 4 of 4



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- 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>

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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: [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."