



# MINUTES OUTREACH & ELECTIONS COMMITTEE MEETING

Wednesday, June 8, 2022  
6:30pm



**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 SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

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> Katherine Hatton <i>Co-chair</i>	
<u>X</u> Matt Kamin <i>Co-chair</i>	

<b>1. Call to Order</b>	Start Time <u>6:33</u> <u>PM</u>						
<b>2. Attendance</b>	Public in Attendance: <u>2</u>						
<b>3. Minutes</b> ( <i>One (1) Minute per Speaker per Agenda Item</i> )							
a. Review and Approve Committee Minutes (Materials can be found at <a href="https://www.gtlnc.org/">https://www.gtlnc.org/</a> under committee meeting documents)							
<b>MOTION A:</b> Approve the GTLNC May 11, 2022 Outreach & Elections Committee Minutes.	<b>VOTE:</b> <u>2</u> / <u>0</u> / <u>0</u>						
	<i>First: Matt</i>						
	<i>Second: Katherine</i>						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black;"><u>Y</u> Katherine Hatton</td> <td style="border-right: 1px solid black;"></td> <td></td> </tr> <tr> <td style="border-right: 1px solid black;"><u>Y</u> Matt Kamin</td> <td style="border-right: 1px solid black;"></td> <td></td> </tr> </table>	<u>Y</u> Katherine Hatton			<u>Y</u> Matt Kamin			
<u>Y</u> Katherine Hatton							
<u>Y</u> Matt Kamin							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><i>Y – Yes</i></td> <td style="width: 33%;"><i>A – Abstain</i></td> <td style="width: 33%;"><i>I – Ineligible</i></td> </tr> <tr> <td><i>N – No</i></td> <td><i>R – Recusal</i></td> <td><i>E – Excused</i></td> </tr> </table>		<i>Y – Yes</i>	<i>A – Abstain</i>	<i>I – Ineligible</i>	<i>N – No</i>	<i>R – Recusal</i>	<i>E – Excused</i>
<i>Y – Yes</i>	<i>A – Abstain</i>	<i>I – Ineligible</i>					
<i>N – No</i>	<i>R – Recusal</i>	<i>E – Excused</i>					
<b>4. Public Comment</b> ( <i>Two (2) Minutes per Speaker on relevant subject not on agenda</i> )							
<i>Kelly asks whether domain transfer worked, Katherine confirmed transfer worked and TYS will be updating to redirect site; will also coordinate taking over election social media</i>							
<b>5. Committee Member News &amp; Announcements</b> ( <i>Two (2) Minutes per Speaker on relevant subject not on agenda</i> )							
<b>6. On-Going Business</b> ( <i>One (1) Minute per Speaker per Agenda Item</i> )							
a. Update re: 2023 elections, per conversation with DONE rep - Matt spoke with Erica (DONE rep for GTLNC) about upcoming 2023, election date listed as June 22, 2023 - Election strategy town hall via Zoom on July 16, 2022 - Digital communications policy training via Zoom in July and August - City has Next Door, Canva accounts and may be able to work with City for bulk mailing. Budget last year was \$400k but not set for this year, unclear what access to funds each NC will have - Awareness and Engagement Survey data for each NC available via <a href="http://empowerla.org/data/">empowerla.org/data/</a> - Reviewed 2018 demographic data of GTLNC area - Goal set to raise awareness of NC and the election as well as what NC can do/accomplish - Note that while the total number of voters (around 200) in GTLNC area seems low, it was high per capita compared to other NCs							

APPROVED 13 Jul 2022



*- Recommendation to make it easier to sign up for the newsletter since survey data shows is preferred method of communication is newsletter; identify place to meet people at place where they're primed to stop and chat, like a booth/clipboard at farmer's market, holiday open house, etc; also need to improve social media to reach people that aren't the same people we already reach – targeted social media ads are effective*

b. Discussion re: polling locations for 2023 Neighborhood Council Election Information Worksheet. Harmony Church identified as primary option, alternative option needed

- Hybrid voting for both vote in person and by mail*
- Because election day currently is scheduled on a Thursday, recommend selecting 2pm – 8pm time slot to allow people to get there outside standard working hours*
- Harmony Church has previously been polling location, accessible with good parking and a bus stop at the corner, and they've agreed to be our polling place*
- Alt options include Fire Station, Toluca Lake Elementary, Rio Vista Elementary; selected Toluca Lake Elementary because has parking, it's known as previous in-person meeting location, and LAUSD school year should be done*
- These will be voted on at general meeting before worksheet is submitted, due Aug 1*

c. Discussion re: GTLNC promotional sticker

- Matt spoke with graphic designer re improving sticker*
- Concern that no candidate survey responses selected bulletin board as source of info, so sticker in corner of shop windows may not be effective*
- Determine committee will set aside and pivot to in-person outreach, social media targeting, and mailer; partner with other groups in the area to outreach through their networks (Chamber, HOA, etc)*

d. Discussion re: homeless resource guide

*Next steps are to put it on GTLNC website so info is available*

**7. New Business/Future Projects (One (1) Minute per Speaker per Agenda Item)**

- Suggestion about eye-catching digital bulletin board option, though possible that advertising on the bottom would mean DONE wouldn't allow it and may not be much more effective than current board*
- Plan to create FAQ page on our site so people can easily understand what GTLNC can do, like Neighborhood Purpose Grant (NPG), Community Impact Statement (CIS)*
- Moving next meeting to July 13*

**8. Meeting Adjourned**

Close Time: 7:36 PM

**Next Meeting: ~~Wednesday, July 6~~ July 13, 2022 @ 6:30 PM – via Zoom**

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS**

The public is requested to dial \*9 or use the "Raise Hand" option, 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.

**AB 361 UPDATES**

Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

**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



**MINUTES**  
**OUTREACH & ELECTIONS COMMITTEE**  
June 8, 2022  
Page 3 of 3



- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils>

**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.Alynn@gtlnc.org](mailto:Robyn.Alynn@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.Alynn@gtlnc.org](mailto:Robyn.Alynn@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.Alynn@gtlnc.org](mailto:Robyn.Alynn@gtlnc.org) para avisar al Concejo Vecinal."

**NOTICE TO PAID REPRESENTATIVES**

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)