

HISTORIC HIGHLAND PARK NEIGHBORHOOD COUNCIL

Post Office Box 50791 Los Angeles, CA 90050

<http://www.highlandparknc.com>

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CITY OF LOS ANGELES

CALIFORNIA



DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

200 N. Spring St. Ste. 2005 Los Angeles, CA 90012

Telephone: (213) 978-1551

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Second Vice President Ruby Perez

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NELA Community Plan Ad Hoc Clara Solis, Darren Gold, Steve Crouch, John Vangelisti, Rick Marquez, Roy Payan

HISTORIC HIGHLAND PARK NEIGHBORHOOD COUNCIL

Outreach Committee Meeting

Special Meeting Agenda

Tuesday, September 23, 2025

6:00pm-7:45pm PDT

Meeting Location

Highland Park Recreation Center (meeting room), 6150 Piedmont Ave., Los Angeles, CA 90042

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte por correo electrónico connie.martinez@highlandparknc.com para avisar al Concejo Vecinal.

GENERAL PUBLIC COMMENT – 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. The public is invited to send comments via email to be read aloud by the Chair at the meeting as Public Comment. To do so, please email connie.martinez@highlandparknc.com with the subject "Outreach & Environmental Public

Comment - [Meeting Date]" and in the body indicate general public comment on non-agenda items or which specific agenda item, followed by your brief comment (2 mins or less, per above stated policy).

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, or 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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email:

NCsupport@lacity.org

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. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

1. CALL TO ORDER / *Llamada al Orden*

2. ROLL CALL / *Pasar Lista*

- a. Call of the roll and certification of a quorum

3. DISCUSSION/ACTION / *Discusión/Posible Acción*: Motion to approve agenda / *Acción para aprobar la agenda*

4. DISCUSSION/ACTION / *Discusión/Posible Acción*: Motion to approve meeting minutes / *Acción para aprobar las actas de la reunión*

- a. August Minutes *pending*

5. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS —Comments from the public on non agenda items within the Board’s jurisdiction (Limited to 10 min, max 2 min per speaker) / ***Comentarios del público en general sobre temas que no pertenecen a la agenda:*** *comentarios del público sobre temas que no pertenecen a la agenda dentro de la jurisdicción de la Junta (Limitado a 10 minutos, máximo 2 minutos por orador)*

6. Reports/ *Informes* (5 minutes)

- a. Ad-Hoc flyer templates (Catherine)
- b. Passed motion: HHPNC Pre-approved Partners List (Connie)
- c. Passed motion: Committee Chair access to G-Drive Committee webpage agenda folder (Connie)
- d. Website Updates (Connie):
 - i. BONC Digital Communications Policy for NCs (Adopted April 5, 2022)
 - ii. Board bios
 - iii. Committee webpages
 - iv. Spanish version
- e. IG access
- f. credit card and purchasing refreshments (Ruby)

7. DISCUSSION/POSSIBLE MOTION / *Discusión/Posible Acción*: (Connie) Change Outreach Meeting because of scheduling conflicts

- a. Location options
 - i. Rec Center at 6:30pm
 - ii. virtual
 - iii. other?
- b. change date options
 - i. back to 3rd Tuesday
 - ii. 3rd Thursday

8. DISCUSSION/POSSIBLE MOTION / *Discusión/Posible Acción*: (Connie) Revisiting Outreach Roles:

- a. Social media posters
 - i. Committee Flyers- Catherine
 - ii. Community announcements (free events/programs and PSAs)
 - iii. NC education and recruitment
- b. Email blast coordination
- c. Goodwill coordinators
 - i. GB snacks and bevs
 - ii. HHPNC info table (brochures, committee info, email sign up)

9. DISCUSSION/POSSIBLE MOTION / *Discusión/Posible Acción*: (Connie) HHPNC upcoming events and tabling

- a. Musica y Poemas (Rhianon)
- b. Earthquake Preparedness Event - Sat, Oct 11
- c. Mercado - Sat, Oct 11 (12-8pm)
- d. Sandwich Fest - Sat, Nov 1
- e. Día de los Muertos Celebration - Sun, Nov 2
- f. Veterans' Day - Nov 11th (Tuesday)
- g. Holiday Parade
- h. Update [HHPNC Calendar of Events](#)

10. DISCUSSION/POSSIBLE MOTION / *Discusión/Posible Acción*: (EC) Recommend cadence and procedures for email blasts

11. DISCUSSION/POSSIBLE MOTION / *Discusión/Posible Acción*: (Catherine) Recommend procedure for posting flyers to IG

- a. Master flyer posting schedule for each committee.
- b. Automatically schedule IG postings.
- c. Create procedure/protocol for postings.

12. DISCUSSION/POSSIBLE MOTION / *Discusión/Posible Acción*: (Dante) explore the feasibility of hosting a neighborhood block party, including potential dates, locations, activities, required permits, and community involvement, with the goal of developing a formal event proposal for future consideration.

13. NEW BUSINESS / Nuevos Asuntos

- a. updating brochure (Connie)
- b. Neighborhood video promos for HHPNC website (Catherine)

14. ADJOURNMENT / Levantar la session

PUBLIC POSTING OF AGENDAS -

Neighborhood Council agendas are posted for public review as follows:

- Fire Station #12 located at 5921 North Figueroa Street, Los Angeles CA 90042
- <https://www.highlandparknc.com>
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

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.highlandparknc.com or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please email at: info@highlandparknc.com.

RECONSIDERATION AND GRIEVANCE PROCESS –

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website <https://www.highlandparknc.com>