



HISTORIC HIGHLAND PARK NEIGHBORHOOD COUNCIL

Certified as NC #33 May 28, 2002
Post Office Box 50791 Los Angeles, CA 90050
<http://www.highlandparknc.com>



CITY OF LOS ANGELES
CALIFORNIA

DEPARTMENT OF
NEIGHBORHOOD
EMPOWERMENT
200 N. Spring St. Ste. 2005
Los Angeles, CA 90012
Telephone: (213) 978-1551

OFFICERS

President Darren Gold
First Vice President Dante Marquez
Second Vice President Ruby Perez
Treasurer Kevin Guico
Secretary Richard "RJ" Petrey

DIRECTORS AT-LARGE

Caroline Aguirre, Steve Crouch,
Mark Forbes, Caitlin Gallogly,
Rhianon Irilli, Jens Jonason,
Lea Klein, Adan Martinez,
Connie Martinez, Phillip
Marzouk, Nazanin Naraghi,
Catherine Round, Clara Solis

YOUTH DIRECTOR

Emma

COMMITTEES (*Chairs Italicized*)

Arts and Culture Committee *Rhianon Irilli, Nazanin Naraghi, Catherine Round, John Collinson, Teila Theisen*
Budget & Finance *Kevin Guico, Dante Marquez, Adan Martinez, Phillip Marzouk, Ruby Perez*
Environmental *Mark Forbes, Nazanin Naraghi, Steve Crouch, Clara Solis, John Vangelisti, Lyannie Tran*
Executive *Darren Gold, Dante Marquez, Ruby Perez, Kevin Guico, RJ Petrey*
Land Use *Darren Gold, RJ Petrey, Steve Crouch*
Outreach *Connie Martinez, Ruby Perez, Rhianon Irilli, Dante Marquez, Catherine Round, Oliver Netburn*
Public Safety *Caroline Aguirre, Steve Crouch, Adan Martinez, RJ Petrey, Clara Solis,*
Rules *Dante Marquez, Kevin Guico, Jens Jonason, Connie Martinez, Clara Solis, Gemma Marquez*
Housing, Renters & Homelessness Ad Hoc *Adan Martinez, Caroline Aguirre, Steve Crouch, Rhianon Irilli, Valerie Desnik, Chris Ptak*
Charter Reform Ad Hoc *Clara Solis, Darren Gold, Connie Martinez*
NELA Community Plan Ad Hoc *Clara Solis, Steve Crouch, Darren Gold, Rick Marquez, Roy Payan, John Vangelisti*
Veterans Memorial Ad Hoc *Rick Marquez, Clara Solis, Al Strange, John Vangelisti*

HISTORIC HIGHLAND PARK NEIGHBORHOOD COUNCIL

Outreach Committee

Meeting Agenda

February 17, 2026

6:30 PM PST

at

Highland Park Recreation Center
6150 Piedmont Ave., Los Angeles, CA 90042

Supporting documents linked within each item

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, composed of stakeholder volunteers who are devoted to the mission of improving our communities.

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 info@highlandparknc.com para avisar al Concejo Vecinal.

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, assisted 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

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS 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. If unable to attend the meeting, 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 Committee Meeting Public Comment - [Meeting Date]" and in the body indicate general public comment on non-agenda items or which specific agenda item number, followed by your brief comment (2 mins or less, per above stated policy).

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 by Chair
3. **DISCUSSION-POSSIBLE 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. [January minutes](#)
5. **GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS / *Comentarios del público en general sobre temas que no pertenecen a la agenda***: Comments from the public on non agenda items within the Board's jurisdiction (Limited to 6 min total, max 2 min per speaker) / *comentarios del público sobre temas que no pertenecen a la agenda dentro de la jurisdicción de la Junta (Limitado a 6 minutos, máximo 2 minuto por orador)*
6. **DISCUSSION/POSSIBLE MOTION / *Discusión/Posible Acción***: Outreach Reports (1 min ea):
 - a. Social media posters
 - i. IG/FB Committee Flyers- Catherine
 - ii. IG/FB Community events/programs -
 - iii. website Community engagement, PSAs, NC education/recruitment - Connie
 - b. Goodwill coordinators - Rhianon, Ruby
 - c. Email blasts -
 - d. website updates - Connie
 - e. Potential HHPNC World Cup Watch Party for summer - Oliver
 - f. HHPNC 25th Anniversary, May 28, 2027 - Connie
 - g. Region 8 Outreach Meeting - Connie
7. **DISCUSSION-POSSIBLE ACTION / *Discusión-Posible Acción***: (Connie) Recommend [HHPNC banner style logo update](#)

8. DISCUSSION/POSSIBLE MOTION / *Discusión/Posible Acción*: Webmaster/Social Media Manager Discussion

- a. Current Fees
 - i. \$120 monthly Website Maintenance: includes uploading of all content (minutes, events, meeting dates, news posts, changes to current web pages) and removal of any expired content as requested by a designated NC representative.
 - ii. \$125 monthly Social Media Services: sending out an email blast (electronic newsletter) with agendas and news as needed. (Content for newsletter to be provided by board members or committees.)
 - iii. \$58 monthly Constant Contact fees
 - iv. New \$25 per hour charge to repair issues or assist with account maintenance (such as retrieve account information)
- b. New terms provided by Sheryl Ackerblom on 1/4/26 (contract was renewed in July 2025 with Kristina Smith dba The Mailroom who had announced that she brought Sheryl on to assist her with accounts, Kristina announced her retirement in September 2025 without prior notice.)
 - i. Please note The Mailroom is not responsible for agendas sent less than 24 hours prior to Brown Act compliance being posted within the required time frame.
 - ii. The Mailroom website services hours are generally 9:00 am to 6:00 pm Monday through Saturday. Please understand that that does not mean that we are always available during these hours.
 - iii. Please be aware that the staff of The Mailroom does not work on Sundays or Holidays. Therefore, any posting requests sent on Sundays or Holidays will be posted on the following business day.
 - iv. Please remember to provide the name of your Neighborhood Council when sending in requests for posting. We have multiple NC clients and don't always know which Neighborhood Council a board member or committee chair is on as there are constant changes. This is usually an issue with flyers because not all flyers have the NC name on them like agendas do.
 - v. Whenever possible, please send flyers in JPG or PNG format (not PDF) for posting on the website, so as not to cause a delay in prompt posting.
 - vi. For clients/neighborhood councils who grant access to their website to individuals other than The Mailroom staff. If The Mailroom is required to repair issues created by other users there is a \$25 per hour charge, with a one hour minimum.
 - vii. For clients/neighborhood councils who grant access to their email eblast account to individuals other than The Mailroom staff. The Mailroom is not responsible for items created and sent by other users.
- c. Issues
- d. What is needed
- e. eblast cadence
 - i. suggested previously (Sundays - Committee meetings, Wednesdays - community announcements)
- f. recommendations

9. NEW BUSINESS / *Nuevo Negocio*

- a.

10. ADJOURNMENT / *Aplazamiento*

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 view our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>.

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 Neighborhood Council Office Space Address (if applicable), at our website: www.NeighborhoodCouncilWebsite.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 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 www.NeighborhoodCouncilWebsite.org