

**Committee Meeting
Will be held:
March 13, 2023
At 6:30 pm**

Virtual Meeting Teleconferencing and
Phone Number For Public
Participation

Access Meeting by Zoom Online at:

<https://us02web.zoom.us/j/81264948686>

or

To Join the Meeting by Telephone:
Dial (1 669 900 6833) & Then Enter This
Webinar ID: 812 6494 8686 and Press “#”

Committee Members are
Co-Chair August Steurer,
Co-Chair Bobbie Wasserman,
Mark Ball, and
Mihran Kalaydjian

In conformity with the September 16, 2021
Enactment of California Assembly Bill 361
(Rivas) and due to concerns over COVID-19,
the Woodland Hills Issues and Policies
Committee meeting will be conducted entirely
telephonically with a call-in option or internet-
based service option.

The Chair will give listeners instructions for
providing public comments at the start of the
meeting. When calling-in telephonically, the
public is requested to dial *9, when prompted
by the Chair or Moderator, to address the
Committee on any agenda item before the
Committee acts on each item. Zoom users
should use the “raise hand” feature.

AB 361 Updates: Submission of Public
comment cannot be required in advance of the
meeting; only real-time public comment is
required. If broadcasting interruptions prevent
the public from observing or hearing the
meeting, the meeting must be recessed or
adjourned. If the public cannot provide public
comment or cannot be heard due to issues
within the Neighborhood Council's control, the
meeting must be recessed or adjourned.

Messaging and virtual backgrounds are in the
control of the individual Committee member in
their personal capacity and does not reflect
any formal position of the Neighborhood
Council or the City of Los Angeles.

Contact Persons:

August Steurer & Bobbie Wasserman
a.steurer@whcouncil.org,
b.wasserman@whcouncil.org

Meeting Agenda

• **Public Input on Agenda Items** – The public may address the Committee on any agenda item before the Committee acts on an item. The Committee will accept comments from the public on agenda items only when the Committee considers the individual item.

• **Public Input on Matters not appearing on the Agenda** – During the General Public Comment period, the Committee listens to comments from the public on other matters not appearing on the agenda within the Committee's jurisdiction. * *Please note that the Brown Act prevents the Committee from acting on an issue you bring to its attention during the General Public Comment period; however, the issue raised by a public member may become the subject of a future Committee meeting.*

• **Notice to Paid Representatives** - If you receive compensation 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 §§ 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

• **Public Comments are limited to two (2) minutes per speaker** unless adjusted by the presiding member of the Committee. As needed, the presiding member may impose different time limits per each agenda item.

1. Call to Order

2. Establish Quorum:

Roll Call Vote — Mark Ball, Mihran Kalaydjian, Bobbie Wasserman, August Steurer

3. Comments by the Public regarding Issues NOT on the Agenda.

(2 minutes each) All public comment is limited to 2 minutes per speaker unless adjusted by the presiding member of the Committee. If available, the event page for this meeting has draft minutes posted on whcouncil.com.

4. Approval of Available Committee Minutes

Roll Call Vote — Mark Ball, Mihran Kalaydjian, Bobbie Wasserman, August Steurer

5. AGENDA ITEMS FOR DISCUSSION AND POSSIBLE ACTION BY THE COMMITTEE:

A. Outreach Expenditure Plans: Discussion and possible action.

a. **Action to pay up to \$1000 from outreach budget to participate in 5/23/23 One Generation Event**

b. **Action to pay up to \$500 from outreach budget to participate in 5/29/23 Canoga Park Memorial Day Parade**

c. **Action to pay up to \$5000 from outreach budget to participate in 5/29/23 Canoga Park Memorial Day Parade**

d. **Action to support participation at no charge in Jesse Gabriel Volunteer Day 4-30-23**

Community Outreach Committee

- B. Outreach Material Inventory Overview:** Results of checking storage unit.
- C. Website Update:** Progress report/discussion on current site plus new web design, framework, role of Moore Business Results.
- D. Directing Committees regarding Outreach:** After successful passage of Board Policy on outreach, Discussion on implementing process, scheduling, guidance documentation and forms
- Form for Social Media (Bobbie)** Guidelines for creation of social post.
 - Form for Web Post (August)** Guidelines for creation of web post.
 - Form for Video** Guidelines for creation of video.
 - Form for Web Stories** Guidelines for creation of web stories.
- E. Focus of Communication:** Continued discussion establishing a focused NC message for the Board and each Committee in posts and outreach materials. Creation of guidance sheets for members of other committees when creating submissions to be posted. Web posts are different than social media posts.
- Print media (i.e., Literature such as brochures, booklets, newsletters)**
In-person print outreach material: Discussion regarding content creation for 1,000 tri-fold brochures and 1,000 5.5x8.5 booklets.
 - Social media graphics**

6. Future Agenda items: Proposal with discussion of new items to add to future agenda.

7. Adjournment of Meeting (Ideally by 8:00pm)

Meeting dates for year 2023: The Committee holds meetings on the second and fourth Thursday of every month at 6:30 pm. Check the NC website calendar for a complete committee and board meetings list. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

The next Regular Committee Meeting will be held on **March 27th, 2023**, the last by teleconference. Please visit the calendar page at whcouncil.org for the complete details and confirm the date and time.

Due to COVID-19 emergency ending, virtual teleconferencing will end as replacement for ALL in-person Committee meetings. However, please check the www.whcouncil.org website calendar page for any changes in circumstances that may occur.

• 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 based on 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 or services, may be provided upon request.

- To ensure availability of services, please make your request at least (3) business days (72 hours) before the meeting you wish to attend by contacting Dena Weiss by email at d.weiss@whcouncil.org or the Department of Neighborhood Empowerment at (213) 978-1551
EmpowerLa@LACity.org

- SERVICIOS DE TRADUCCIÓN - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Dena Weiss de la Mesa Directiva, at d.weiss@whcouncil.org o por correo electrónico avisar al Concejo Vecinal.

• PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, the Committee provides non-exempt writings distributed to a majority of all of the Committee Members in advance of a meeting on the WHWCNC website: www.whcouncil.org or via the scheduled meeting video presentation. In addition, if you would like a copy of any record related to an item on the agenda, please contact Dena Weiss by email to d.weiss@whcouncil.org

• PUBLIC POSTING OF AGENDAS –

Community Outreach Committee

A copy of this agenda is also physically posted outside of the West Valley Warner Center Chamber window located at 6100 Topanga Canyon Blvd, Ste 2330, Woodland Hills, CA 91367. The Chamber offices are at the Promenade Mall outside the mall's east entrance and south of Ruth Chris Restaurant. Access the offices from Owensmouth Street. Parking is free.

Agendas are also posted for public review as follows: At www.whcouncil.org, go to the Calendar page and click on the date.

You can also receive Committee agendas via email by subscribing to LA City's Early Notification System at <https://www.lacity.org/subscriptions>

- RECONSIDERATION AND GRIEVANCE PROCESS - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at www.whcouncil.org.