



WHWCNC Outreach Committee



Neighborhood Council Governing Board

President: Dena Weiss
Vice President: Chris Waddy
Secretary: Karen DiBiase
Treasurer: Heath Kline
Parliamentarian: Don Patterson

Committee Chairs: Chris Waddy &
Tracey Rosen
Committee Members:
Rachel Waddy, Harout Aristakessian,
Varant Majarian, Allison Douglas,
Joyce Fletcher

CITY OF LOS ANGELES
CALIFORNIA

WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL



200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.wmpowerla.org

Regular Outreach Committee Meeting

MINUTES

Fire Station 84

21050 Burbank Blvd, Woodland Hills, CA 91367

January 8th 2024, 6:30pm

If there is a change in location, this will be posted on the website.

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al **818-639-9444** o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

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.

Items for Discussion and Possible Action:

All comments are limited to 2 minutes per speaker, unless adjusted by the presiding chair of the committee.

1. Call to Order. 6:34pm by Tracey Rosen
2. Roll call of members: Chair - Tracey Rosen; Committee members: Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers, Varant Majarian (resigned), Allison Douglas (absent).
3. Public Announcements by city officials and representatives: (2) minutes per speaker.

None

4. Stakeholder Public Comment Period (on items NOT on the agenda): (1) minute per speaker.

Julie Waltrip shared that the education committee will have a booth at the Woodland Hills Academy Resource Fair on February 24, 2024 from 11am – 2pm (outdoors). They will need board members to staff the booth and they requested that it is shared on social media

5. Approval of Committee Minutes: None

11-27-2023 minutes were not prepared by Chris Waddy and was informed that no formal business took place on 11-27-2023

Discussion only. No action was taken

Items for discussion and possible action:

Stakeholder Public Comment will be taken on each agenda item: (2) minutes per speaker.

Item One:

Discussion on the state of the website and updating the Committee pages and Resources section

- Masha offered to help improve the resources section
- Add news section to each Committee page and send instructions
- Discussion only. No action was taken

Item Two:

Discussion on potential community events for the WHWCNC to table at

- February 24th - Woodland Hills Academy
- April 6th - Grateful Hearts
- ONE Generation Senior Symposium? – Joyce will look into it
- Woodland Hills Farmers Market? – Tracey will inquire
- American Legion Veteran's luncheon?
- Discussion only. No action was taken

Item Three:

Discussion and motion on restarting a monthly newsletter.

Agreed that Quarterly

Committee reports, area reports, President's message, NPGs, tips for stakeholders, Joyce, Harout, Masha and Steve can help

Mid-March for first issue

Roll call vote:

PASS Yes: 5 No: 0 Abstain: 0 Ineligible: 0 Total: 5

YES: Tracey Rosen, Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers
NO: 0

Item Four:

Discussion and motion to create WHWCNC internal resource guides and tools documents

- Should be Cloud based – password protected
- Committee members will brainstorm what type of materials to include like:
 - o What we can and can't say, Budgeting tools, How to write an NPG, Code of Conduct, How to access emails and post on website, etc.
 - o Will continue discussion at next meeting

Roll call vote:

PASS Yes: 5 No: 0 Abstain: 0 Ineligible: 0 Total: 5

YES: Tracey Rosen, Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers
NO: 0

Item Five:

Discussion on future action items.

ADJOURNMENT: Meeting adjourned at 7:42pm

The next meeting will be on January 22, 2024 at the same location.

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Public Posting of Agendas - Neighborhood Council agendas are posted for public review as follows:

- **A copy of this agenda is also physically posted on the outside of the window of the West Valley Warner Center Chamber located at 6100 Topanga Canyon Blvd,**

Ste 2330, Woodland Hills, CA 91367. The Chamber is located at the Promenade Mall outside the east entrance of the mall and to the left of Ruth Chris Restaurant. The Chamber office is accessed from Owensmouth Street. Parking is free.

- www.whcouncil.org
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

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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.WHWCNC.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 Dena Weiss at: d.weiss@whcouncil.org.

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.