



# WHWCNC Outreach Committee



## Neighborhood Council Governing Board

President: Dena Weiss  
Vice President: Tracey Rosen  
Secretary: Karen DiBiase  
Treasurer: Heath Kline  
Parliamentarian: Don Patterson

Committee Chair: Tracey Rosen  
Committee Members:  
Harout Aristakessian,  
Joyce Fletcher, Masha Dowell, Steve  
Sommers

CITY OF LOS ANGELES  
CALIFORNIA

## WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL



200 N. Spring Street  
Los Angeles, CA 90012

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
Website: [www.wmpowerla.org](http://www.wmpowerla.org)

### Regular Outreach Committee Meeting

#### MINUTES

#### Woodland Hills Library Second Floor

22200 Ventura Blvd, Woodland Hills, CA 91364

January 22nd, 2024, 6:30pm

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

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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](http://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 at 6:32 pm by Tracey Rosen

2. Roll call of members:

Quorum at time of meeting call to order : 5

Chair - Tracey Rosen  
Committee members: Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers



## WHWCNC Outreach Committee



Absent: 0

3. Public Announcements by city officials and representatives: (2) minutes per speaker.
4. Stakeholder Public Comment Period (on items NOT on the agenda): (1) minute per speaker.

*None*

5. Approval of Committee Minutes: January 8, 2024

Roll call vote:

**PASS** Yes:5 No: 0 Abstain: 0

2<sup>nd</sup> by Harout Aristakessian

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### Items for discussion and possible action:

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

#### Item One:

Continue discussion on the state of the website and updating the Committee pages and Resources section

- Explained current branding (logo, blues & greens)
- Masha has volunteered to update resources section
- Harout has volunteered to contact Committee chairs to update Committee page descriptions

#### Item Two:

Discussion on potential community events for the WHWCNC to table at

- February 24<sup>th</sup> – Resource Fair Woodland Hills Academy (approved by Board)
- April 6<sup>th</sup> - Grateful Hearts (approved by Board)
- May 18<sup>th</sup> - ONE Generation Senior Symposium? – Joy will reach out to Niambe Cooper
- May 27<sup>th</sup> – Canoga Park Memorial Day Parade???
- Woodland Hills Farmers Market? – Tracey will inquire
- American Legion Veteran’s luncheon? – ask Paul if there is anything planned
- Concerts on the Green – starts June 18<sup>th</sup> August 27<sup>th</sup>- need to secure our spot. Tracey will reach out to confirm cost and present motion to the board

Motion to purchase a booth to provide at the 2024 Concerts on the Green for \$3,500

Role Call VOTE - **PASS**

YES (4)– Tracey Rosen, Harout Aristakessian, Masha Dowell, Steve Sommers

Recused (1) - Joyce Fletcher (on the Valley Cultural Center board)

NO – 0 Abstain – 0



## WHWCNC Outreach Committee



### Item Three:

Discussion on what to include in the quarterly newsletter.

- Steve volunteered to write human interest pieces
  - History of Woodland Hills
  - How the communities / neighborhoods got their names
- My 311 – What is it and How Do We Use It
- City Improvement Project Updates
- PLUM updates
- President's Message
- Committee Updates (Harout will contact Committee chairs)
- Local Heroes or Volunteer Spotlight
- Meet the Board with 1-2 sentences about each person and a fun fact
- Upcoming Events

Discussion only. No action needed

### Item Four:

Continue discussion about what resource guides, tools, documents should be included in the Cloud-based NC Board Resource Guide

- Overview of what you can expect / find
- Expectations
- How to Access Email
- Welcome to New Board Members document
- Checklist for new members (how to join a committee, trainings, email access)
- Bylaws & Standing Rules
- How to write an NPG
- FYIs of Funding
- Explain what a MER is
- When you need to recuse yourself from an item
- Social Media & Media Relations Rules
- Empower LA Code of Conduct
- When do the Committees Meet?

Discussion only. No action needed

### Item Five:

Discussion on creating an Informational Card that can be distributed at events and Concerts in the Park.



## WHWCNC Outreach Committee



Motion – Motion to create a 1/3 page Rack Card with Informational & Contact Info for the NC

Role Call VOTE - **PASS**

YES (5)– Tracey Rosen, Harout Aristakessian, Masha Dowell, Steve Sommers, Joyce Fletcher

NO – 0 Abstain – 0

### Item Six:

Discussion on future action items.

Next meeting – Tracey is not available on February 12, 2024. Next meeting will be February 26, 2024

**ADJOURNMENT:** Adjourned at 7:57pm

The next meeting will be on February XX, 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](http://www.whcouncil.org)
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

### 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



## WHWCNC Outreach Committee



et seq. More information is available at [ethics.lacity.org/lobbying](https://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)

### **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](http://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](mailto: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.