



WHWCNC Outreach Committee



Neighborhood Council Governing Board

CALIFORNIA



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

WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL

200 N. Spring Street
Los Angeles, CA 90012

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

CITY OF LOS ANGELES

Regular Outreach Committee Meeting

MINUTES

Community Room, Capital One Cafe at Westfield Topanga
6600 Topanga Canyon Boulevard, 1038, Los Angeles, CA 91303
February 26, 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 at 6:35 pm

2. Roll call of members:

PASS: **IN ATTENDANCE:** 5 **ABSENT:** 0 **TOTAL:** 5
IN ATTENDANCE: Chair - Tracey Rosen ; Committee members: Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers
ABSENT: N/A

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



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5. Approval of Committee Minutes: January 22, 2024

Seconded by Steve Sommers

ROLL CALL VOTE

PASS: **YES:** 5 **NO:** 0 **ABSTAIN:** 0 **TOTAL:** 5
YES: Tracey Rosen, Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers
NO: 0
ABSTAIN: 0

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 including page updates to the Committee pages and the Resources sections

- Masha has completed the draft of the resources description and will organize into 3 sections: Residential, Business, and Seniors & Veterans
- Harout suggested adding "You're Link to Our Community" on the website
- Harout shared updates on Committee description revisions

Item Two:

Discussion on community events for the WHWCNC to table at

The following events are currently on the schedule:

- April 6th - Grateful Hearts (approved by board)
- April 14th – Assemblyman Jesse Gabriel's Day of Service (we were offered a free table)
- May 18th - ONE Generation Senior Symposium (approved by board) – Community Services will oversee it
- Woodland Hills Farmers Market – date TBD
- June 16th – August 25th – Valley Cultural Center Summer Concerts (approved by board)

Item Three:

Discussion on quarterly newsletter.

- Steve has drafted the public interest article
- Harout is requesting updates and articles to include from Committee chairs
- Tracey will secure the President's message from Dena

Item Four:

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

- Joyce has volunteered to help review the materials
- We will upload the documents to a Dropbox

Item Five:

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

- Tracey will complete draft of Rack Card and present at March 11th meeting
- Include a blank space to add personal contact information



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Item Six:

Motion to approve up to \$275 for the printing of 1,000 Rack Cards to be distributed at Outreach Events

- Seconded by Joyce Fletcher

ROLL CALL VOTE

PASS: **YES: 5** **NO: 0** **ABSTAIN: 0** **TOTAL: 5**
YES: Tracey Rosen, Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers
NO: 0
ABSTAIN: 0

Item Seven:

Discussion and possible motion to approve purchasing additional WHWCNC branded tote bags and promotional items to be distributed to stakeholders at Outreach Events.

- Joyce Fletcher made a motion to approve up to \$5,000 to purchase promotional items
- Tracey Rosen seconded it.

ROLL CALL VOTE

PASS: **YES: 5** **NO: 0** **ABSTAIN: 0** **TOTAL: 5**
YES: Tracey Rosen, Harout Aristakessian, Joyce Fletcher, Masha Dowell, Steve Sommers
NO: 0
ABSTAIN: 0

Item Eight:

Discussion on future action items.

- Harout recommended that we have an interactive game like dice or spinning wheel to win a promo items at Community Event booth

ADJOURNMENT: Meeting adjourned at 7:58

The next meeting will be on March 11, 2024 at the same location.

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, 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 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 window of the A at the front door of LAFD Firestation 84, located at 21050 Burbank Blvd., Woodland Hills, CA 91367**
- 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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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

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.