

## Van Nuys Neighborhood Council



**Kathy Schreiner**  
[kathy.schreiner@vnnc.org](mailto:kathy.schreiner@vnnc.org)  
President

**Maduka Nkuku**  
[maduka.nkuku@vnnc.org](mailto:maduka.nkuku@vnnc.org)  
Vice President

**John Hendry**  
[john.hendry@vnnc.org](mailto:john.hendry@vnnc.org)  
Secretary

**David Harari**  
[david.harari@vnnc.org](mailto:david.harari@vnnc.org)  
Treasurer

**Myrra Bolla**  
[myrra.bolla@vnnc.org](mailto:myrra.bolla@vnnc.org)  
Parliamentarian

### Members

**Samuel Apikyan**  
**Hakop 'Jack' Azatyan**  
**John Camera**  
**Josue Chavez**  
**Brian Edelman**  
**Ann Kalb**  
**David Kopelev**  
**Jarred Piña**  
**Britt Vaughan**  
**Cyle Zezotarski**

## Van Nuys Neighborhood Council Special Joint Meeting of the Van Nuys Neighborhood Council and the Outreach Committee

Van Nuys  
Neighborhood Council  
P.O. Box 3118  
Van Nuys, CA 91407-3118

Email: [info@vnnc.org](mailto:info@vnnc.org)  
[www.vnnc.org](http://www.vnnc.org)

## AGENDA

Wednesday, January 31, 2024  
6:00 p.m.

Van Nuys Branch Library  
Community Room  
6250 Sylmar  
On the Civic Center Plaza

818-357-2446  
(effective 12/4/23)

This meeting is noticed as a **Special Joint Meeting of the Van Nuys Neighborhood Council and the Outreach Committee**, called by the President, because there may be a majority of neighborhood council board members present in a number sufficient to take board action. Any action taken at this meeting will only be an action of the Outreach Committee members present and not an action of the Van Nuys Neighborhood Council as a body.

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 a maximum of 2 minutes per speaker per item with a maximum of 10 minutes total per meeting, unless adjusted by the presiding officer of the Board. **Actual time for each comment will be recorded in 30 second increments (i.e., 30 sec., 1 min., 90 sec., 2 min.).**

**Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. Speakers shall direct their comments to the Board (not to an individual).**

Outreach Committee

Chair: Maduka Nkuku

Members: Hakop Azatyan, Ann Kalb, David Kopelev, Britt Vaughn

- 1. Roll Call for Outreach Committee Members and separate roll call for other Board members in attendance. Pledge of Allegiance.**
- 2. Discussion of various issues related to the VNNC Website and other tools for digital outreach (e.g., Facebook, Instagram, Next Door, Eblast via MailChimp) -- including creation of content, roles related to administration and content management, and budget.**
  - Review/discuss/revise chart on page 4 regarding **Important Functions of Website and Uses of Other Digital Communications Tools**
  - Review/discuss/revise chart on page 5 regarding **Important Roles regarding Content and Administration.**
  - Identify possible ways to limit hours charged monthly by the Webmaster. (See page 6 for potentials options.)
- 3. Discussion and possible recommendation to the Board regarding Outreach Events.**
- 4. General Public Comment on Non-Agenda Items** – maximum of 2 min per stakeholder. (Note that topics discussed must be within the jurisdiction of the VNNC.)
- 5. Identification of topics Committee members would like to discuss at a future meeting.**
- 6. Adjournment**

**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, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 72 hours prior to the meeting you wish to attend by contacting VNNC by via email at: [info@vnnc.org](mailto:info@vnnc.org)

**SERVICIOS DE TRADUCCION** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 72 horas antes del evento. Por favor contacte a [info@vnnc.org](mailto:info@vnnc.org) por correo electrónico para avisar al Concejo Vecinal.

**PUBLIC POSTING OF AGENDAS** – VNNC agendas are posted publicly near the front door to the conference room of the Marvin Braude Constituents Building, 6262 Van Nuys Blvd., Van Nuys, CA 91401 and also online at [www.vnnc.org](http://www.vnnc.org). You can also receive 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, 6262 Van Nuys Blvd, Van Nuys, CA 91401, at our website: <http://www.vnnc.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 via email: [info@vnnc.org](mailto:info@vnnc.org)

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the VNNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the VNNC By-laws. The By-laws are available at our Board meetings and our website <http://www.vnnc.org>

**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 §§ 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://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)

**Important Functions of Website and Uses of Other Digital Communications Tools**

Functions	Website	Eblast	Social Media
Provide basic info about the VNNC (i.e., members, meeting schedules, agendas, etc.)	X		
Share information about meetings and other key VNNC activities	X	X	X
Share information about other local events	X	X	X

### **Important Roles regarding Content and Administration**

Tasks	VNNC Board	Webmaster
Content Creation	Initiate meeting schedules and agendas	Maintain calendar on website and post schedule of current meetings and events on home page of website.
	Identity info to be shared about community events (often receive a flyer to post)	Create posts for community events (sometimes including graphics). Identify other community events from other sources and post info on website and calendar. Include info in Eblast.
	Provide photos from VNNC activities. [Note: should do more often.]	Incorporates photos to display on website.
Keep homepage of website current	?	Change "articles" on website from time to time.
Eblast (distributed via MailChimp to approx. 1500 people).		Maintains database of recipients.
	Provide list of topics for upcoming GBM. Review draft and provide comments.	Draft eblast and send to President for review.
Administration	Pay GoDaddy bills.	Chief contact for Go Daddy. (Company only allows one email as main contact).
		Oversee website security.
	Identify when email boxes need to be closed and when new ones need to be set up.	Implements email box changes.
	Provides updated information for web pages regarding VNNC operations (e.g. committee members, board member changes, etc.)	Updates website with new information.
	Provide info to DONE Rosters to keep info on Board members current (seat filled, email address, any change in officers).	
	Answer emails sent to communications@vnnnc.org and info@vnnnc.org.	Answer emails sent to communications@vnnnc.org and info@vnnnc.org.

### Potential ways to reduce hours per month of the Webmaster

- VNNC content creators and information providers send complete articles and other input to Webmaster for posting to the website and social media.
- VNNC members and Webmaster coordinate in advance on content for Eblast to ensure Webmaster has the appropriate information and direction and need for revisions is minimized.
- Determine if there are some tasks involved with posting information to the website that a VNNC volunteer might be able to do.
  - Most basic would be uploading (e.g., documents that need to be linked to agendas, recordings of meetings)
  - Next level might be posting agendas (requires multiple steps such as add date to calendar, set up separate page for meeting, posting on home page schedule that links to meeting page).
- Have one or more volunteers handle most of the posting to social media (especially Facebook and Instagram).
  - When possible, the Webmaster can provide formatted information for social media posts that has already been prepared for posting to the website and/or included in an eblast.
  - One benefit could be that designated VNNC volunteers would be able to make more frequent postings about information that is relevant to the Van Nuys community.