



**Bel Air-Beverly Crest Neighborhood Council Outreach Committee Meeting (Virtual)
Monday August 29, 2022 12:00 P.M.**

**To Join Meeting Dial (888) 475-4499 or (669) 900-6833 Webinar ID: 811 6734 0729
<https://us02web.zoom.us/j/81167340729>**

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 and due to concerns over COVID-19, the Bel Air-Beverly Crest Neighborhood Council meeting will be conducted entirely with a call-in option or Internet-based service option. Every person wishing to address the Board must dial (669) 900-6833 or (888) 475 4499, enter Webinar ID **811 6734 0729** and press # to join meeting or join by Zoom by following this link: <https://us02web.zoom.us/j/81167340729>. When prompted by the presiding officer, the public will be requested to dial *9 or use the Raise Hand function, to address the Board on any agenda item before the Board takes an action on an item.

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 1 minute per speaker, unless adjusted by the presiding officer of the Board.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned. Any messaging or virtual background behind a board member is in the control of that member in their personal capacity and does not reflect any formal position of the Bel Air-Beverly Crest Neighborhood Council or the City of Los Angeles.

AGENDA

Name	P	A	Name	P	A
André Stojka, Chair			Nickie Miner		
Robert Schlesinger			Robin Greenberg		
Mindy Rothstein Mann			Maureen Smith		
Patricia Templeton			Travis Longcore, <i>Ex Officio</i>		

Call to Order, Flag Salute & Roll Call

1. Approval of Agenda

2. Approval of the Minutes

Motion: Approve July 25, 2022 Minutes (Attachment A)

3. General Public Comment

BABCNC welcomes comment from the public on any topic within the Board's jurisdiction but not on the adopted agenda.

4. Chair Report:

Upcoming Digital Communications Policy training for NCs (Attachment B) Board President Longcore has asked that as many members of our Outreach Committee as are able attend the Digital Communications Policy training for NCs training to start thinking how these policies affect our operations. He noted that the standing agenda item recommended by DONE would be better on the Outreach agenda as a standing item and then only brought to the Board when necessary. He has signed up for one of the training sessions and noted that it would make his job easier if as many of us as are able make the time to attend as well.

5. Discussion and creation of upcoming newsletter

Good of the Order & Adjournment to Thursday September 26, 2022 at 12:00 pm.

The American with Disabilities Act / Accommodations for Disabilities -

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, listening devices, or other auxiliary aids/services will be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting us at (310) 479-6247x7 or e-mail info@babnc.org.

Spanish Translation Services -

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte la secretaria, al 310-4799-6247x7 o por correo electrónico info@babnc.org para avisar al Concejo Vecinal.

Public Posting of Agendas -

The agenda is posted for public review at the Laurel Canyon Country Store at 2108 Laurel Canyon Blvd, 90046, and/or the Glen Market at 1603 N Beverly Glen Blvd., 90077. Agendas can be seen online at www.babnc.org, received by email after signing up at <https://www.babnc.org/joinemail.php> and you may also subscribe for agendas with the City's early notification system at: <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils>

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 Documents -

In compliance with California Government Code (Govt. Code § 54957.5), non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed before the meeting at our website by clicking on www.babcnc.org. For a copy of any record related to an item on the agenda, please contact (310) 479-6247x7 or info@babcnc.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 www.babcnc.org

Attachment “B”

From: Octaviano Rios <octaviano.rios@lacity.org>
Subject: BABCNC - Post Meeting Notes for August
Date: August 25, 2022 at 8:33:00 AM PDT
To: Octaviano Rios <octaviano.rios@lacity.org>

Digital Communications Policy training for NCs - Attend one of our upcoming trainings to learn best practices for implementing the Neighborhood Council Digital Communications Policy before it takes effect on **October 4, 2022.**

- **Sessions will cover:**

- a. The basics of what every NC member should know in using digital channels like social media
- b. A discussion of recommendations and tips for NC administrators managing their NC's social media accounts, websites, newsletters, and other online materials you may post or upload.
- c. Questions about the policy and how it applies to you and your NC's accounts and your work during the event registration, as well as during the live sessions.

- **Next sessions:**

- **August 31**, 6:30 - 8:00pm. RSVP: <http://tiny.cc/DigitalCommsTrainingRSVP> (if you already signed up, the Zoom link will be emailed to you this Friday August 19)
- **September 24**, at the virtual Congress of Neighborhoods, registration opens August 27 at <http://NeighborhoodCongress.la>

- **Materials from the first workshop held on July 28:**

- Recording: <http://tiny.cc/DigitalCommsTraining0728>
- Slideshow: <http://tiny.cc/CommsPolicyTrainingSlides>
- Chat transcript: <http://tiny.cc/ChatTranscriptJuly28>

- **Direct link to the policy as passed:** <http://tiny.cc/DigitalCommsPolicyFinal>

- **E-folder with all supporting documents** related to the development and discussion of this policy: <http://tiny.cc/DigitalCommsPolicy>

- **Since this is a new policy, expect to receive material on a rolling basis** as we develop support tools and procedures to assist you with implementation of the policy and administration of your NC's digital accounts. If you have suggestions for support tools or mechanisms, please send them our way! We heard some great ones during this workshop which we are currently researching. As mentioned during the session, an **FAQ** compiling the questions and answers from all 3 sessions in this training series will be shared in early October, after the series is complete.

- **Three suggestions** for the board's consideration to prepare for when the Digital Communications Policy goes into effect this October 4. All 3 items will make your NC's digital account admin go more smoothly, and help prevent loss of accounts due to billing or lost login issues:

1. **Set up a shared email address** to use for your login credentials and billing on your NC digital communications accounts. This is what is meant by an "Account

Administrator email address" in Section 6.1 of the policy. This could be an address that forwards to a recipient list (as your NC's EmpowerLA.org email address does, for example). Or it could be an address that multiple people have the login for, so they can access verifications or account notices sent to that inbox. Section 6.1 requires that this sort of shared email address be tied to all NC accounts wherever possible, to help prevent loss of account access if someone leaves the board or needs coverage for their admin role.

2. **Assign multiple account administrators.** Section 6.1 also recognizes that there are some platforms where these shared email addresses can't be used - such as Facebook, where account admin must be tied to an individual administrator. In those cases, NCs should assign multiple administrators to their accounts on such platforms. Facilitating shared administrative access with shared email addresses and multiple admins ensures that NCs are safeguarded against permanent loss of digital accounts in which they've invested money and years of effort.
3. **Set a standing agenda item to discuss digital communications at your monthly board meeting.** This should cover content for your newsletter, social media, websites, and digital marketing, and also include discussion of account administrative needs and any billing for digital subscriptions and services, to ensure uninterrupted service. Here's a checklist of what you may want to include in this agenda item:
<http://tiny.cc/DigitalCommsAgendaItem>