

AGENDA

Joint Ad-Hoc 2019 Elections/Outreach & Budget & Finance Committees

Thursday January 17, 2019 12:00 noon to 1:30 pm

Location: WLA Municipal Bldg., 1645 Corinth, Rm. #103-4 LA 90025

(Park in large lot behind building on west end of lot & walk around side to glass door)

Public Comment: The public is welcome to speak. The meeting is being audiotaped. We request that any person wishing to speak, please fill out a Speaker Card, and agenda item #, and submit it to the presiding officer. These are a public record. A separate card should be filled out for each item on the Agenda. Comments on items not up for consideration on the Agenda will be heard during Public Comment. Public Comment is limited to 3 minutes per speaker unless waived by presiding officer.

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- 1. Call to Order/Roll: Ad-Hoc 2019 Elections Committee Members:** *Larry Leisten Chair, Nickie Miner, Ellen Evans, Jacqueline Le Kennedy, Maureen Smith* **Outreach Committee Members:** *Robin Greenberg, Chair; Nickie Miner, Tony Tucci, Maureen Smith, Irene Sandler, André Stojka, Matt Post & Ron Cornell.* **Budget & Finance Committee Members:** *Jacqueline Le Kennedy, Robin Greenberg, Jamie Hall, Rob Farber, Cathy Wayne*
- 2. Motion:** Approval of January 17, 2019 **AGENDA** for the Joint Ad-Hoc 2019 Elections Committee (includes Outreach Committee) and Budget & Finance Committee Meeting
- 3. Motion:** Approval of December 13, 2018 **MINUTES** of the Joint Ad-Hoc 2019 Elections/Outreach & Budget & Finance Committees (See Attachment)
- 4. Public Comments** on non-agendized items within the jurisdiction of these committees
- 5. Important Dates for BABCNC Election : June 2 @ Harvard-Westlake School**
Candidate Filing Begins: February 17
Candidate Filing Closes: March 19
- 6. Budget & Finance Committee – Jacqueline Le Kennedy, Chair**
 - a. **Update, Discussion & Motion** on Funding/Budget Available for Outreach for June 2nd Election and reallocation of any portion of the current budget as needed. (See Attachment)

7. Ad-Hoc 2019 Elections Committee & Budget & Finance Committee – Larry Leisten, Chair & Robin Greenberg, Chair Outreach – Jacqueline Le Kennedy, B&F Chair

- a. **Discussion & Motion** regarding Selection Process & setting a date for Selection -- Larry
(Will coordinate with *DONE* or whomever oversees *selection* process) (See Sample Attachment 2016)
- b. **Discussion & Motion:** Make all changes necessary for flyers & postcards (See Attachment)
- c. **Discussion & Motion:** To recommend to the Board approval of the prices on the estimates for flyers and postcards (give or take an additional amount that may be needed.) (See Attachments)
Postcards: \$1,092.88 & Mailers/Brochures: \$1,361.29
- d. **Discussion & Motion** To set up a new page on our website & give Webmaster specific content to include, dates for election & selections, & candidate filings for both (*DONE* also sets up page.)

8. Motion: To set Meet & Greet date.

9. Update on Online Outreach Effort – Ellen

- a. **NextDoor:** We requested credentials to set up NextDoor for our territory. Once set, we can send the Dates, filing application, postcard and flyer.
- b. **Facebook:** Post dates for filing application, along with postcard and flyer when done.

10. Bus Bench: Discussion & Possible Motion: To use the bus bench on Sepulveda if available.

Received & filed application online. Need to approve the following for a single bus bench:

Martin Outdoor Media Cost Per Print for one bench: \$125.00 (See Attachment)

AAA Banner: Art design for bus bench: \$150.00 (See Attachment)

11. Discussion & Possible Motion: That the BABCNC hold a town-hall type meeting to meet Ben Allen for at least 100 people, to be hosted solely by BABCNC. Skirball is available April 15 & 16: one room holds 300 on the 15th; one room holds 80 on the 16th. The time would be 5:30 to 7:30 perhaps. The room is offered at no charge. Discuss possible budget for refreshments.

12. Helpful Materials from the NC Congress Outreach 101 Class taught by Ann-Marie Holman, Social Media, Design, Education @ EmpowerLA Ann-Marie.Holman@lacity.org

a. **Handouts from Congress class:** <http://tiny.cc/NCCongressOutreach101>

b. **Canva NC Election Templates**

In our Congress class, we talked about the Canva graphic design accounts for Neighborhood Councils, that came pre-loaded with templates for doing Elections outreach. Each Council has their own account, which can be shared by anyone on that board who needs it. Login information for these accounts was sent to each Council President to share with their board; if you still need access, please send me an email with your name, NC name, and board role (such as Outreach Chair) to receive your NC's login. Below are links to tutorials on using the election outreach templates in Canva, and a slideshow of sample items created with these templates. If you still have questions after using these guides, just let Ann-Marie know. She is happy to help:

- **Printable one-page guide:** <http://empowerla.org/wp-content/uploads/2018/10/Canva-for-Neighborhood-Councils-one-sheet-guide.pdf>
- **How-to video:** <https://youtu.be/3c8Q2QIYZ7A>
- **Slideshow of samples:** <http://tiny.cc/CanvaSamples>

13. Adjournment –

Next Meeting Date: TBD