

AGENDA

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

Thursday February 21, 2019 1:30 noon – 2:30 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 February 21, 2019 **AGENDA** for the Joint Ad-Hoc 2019 Elections Committee (includes Outreach Committee) and Budget & Finance Committee Meeting
- 3. Motion:** Approval of January 17, 2019 **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. Election Chair Update** – Larry Leisten
- 7. 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 A)

8. Ad-Hoc 2019 Elections Committee & Budget & Finance Committee – Larry Leisten, Chair & Robin Greenberg, Chair Outreach – Jacqueline Le Kennedy, BABCNC Treasurer & Budget and Finance Chair (Attachment B)

a. **Discussion & Motion:** To recommend to the Board approval of the prices on the estimates for postcards (Board previously approved \$1,092.88; estimate now updated to \$3,555.50 (Attachment C)

b. **Discussion & Motion: Approve budget for the Elections, totaling \$5,175.50 (Attachment D)**

Postcards:	\$3,555.50
Food for Meet and Greet	\$820.00
Selection Evening Food	\$150.00
Lawn Signs for Election Day	\$425.00
Face Painting for Election Day	\$225.00

9. Discussion and Motion to approve Refreshments for Skirball. Budget for 100 people: \$525.60 for cookies and \$459.90 for coffee and tea; however, presently not to exceed \$1,500. (Board has previously allotted \$500; we do not know how many people will attend.) (Attachment E)

10. Discussion & Motion: Approval of BABCNC Outreach Plan: 2019 Election (Attachment F)

11. Update on Website Election Page, to include dates for election & selections & candidate filings for both (*DONE also sets up page.*) Ellen

12. Update on Online Outreach Effort – Ellen

a. **NextDoor & Facebook:** Post dates for filing application, along with postcard when done.

13. 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