

CITY OF LOS ANGELES

CALIFORNIA



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**Palms Neighborhood Council
Outreach & Communications
Committee**

Justine Saquilayan, Chair
Andrés Cuervo, Vice-Chair
Wayne Byrd, Member
Paul Seo, Member
Jazmine Ward, Member
Jenn Gers, Member

PALMS NEIGHBORHOOD COUNCIL

Outreach & Communications Committee Meeting Agenda

Tuesday, Sept. 19, 2017 – 7:00 p.m.

Los Angeles Fire Dept. Station 43 – 3690 Motor Ave., Los Angeles, CA 90034

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

- I. CALL TO ORDER & ROLL CALL**
 - a. Call to Order
 - b. Roll Call
- II. GENERAL PUBLIC COMMENT (10 minutes)**
 - a. Limited to non-agenda items – subjects related to communications and outreach only
- III. OLD COMMITTEE BUSINESS**
 - a. Committee member projects and goals for FY 2017-2018
 - b. Committee assistance in producing and reviewing monthly newsletter
- IV. NEW COMMITTEE BUSINESS (discussion and possible action)**
 - a. **Motion:** To authorize Outreach & Communications Committee to pursue quotes for two retractable banner stands to use at PNC meetings and special events
 - b. Establishing information workflows from PNC board to Outreach & Communications committee
 - c. Establishing guidelines and templates for regularly occurring outreach situations
 - d. Promotional campaign and staffing for first annual Palms food truck roundup
- V. ADJOURNMENT**

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Committee Chair Person. Public comment will be taken for each motion as well as for any item in the consent agenda prior to committee action. Comments from the public on other matters not appearing on the Agenda that is within the Committee's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 1 to 2 minutes per speaker, at the discretion or unless waived by the Committee. In the interest of addressing all items on the agenda, time limits for individual comments and discussion may be set at the discretion of the Committee Chair Person.

Per Board of Neighborhood Commissioners Policy #2014-01, agendas are posted for public review at: 1) Woodbine Park Kiosk, 3409 S. Vinton Ave.; 2) Palms Neighborhood Council website, www.palmsnc.la

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 Woodbine Park Kiosk, 3409 S. Vinton Ave, at our website: www.palmsla.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 the Secretary at secretary@palmsnc.la

Palms NC Board and Committee members abide by a code of civility (<http://empowerla.org/code-of-conduct/>). Any person who interferes with the conduct of a Neighborhood Council meeting by willfully interrupting and/or disrupting the meeting is subject to removal. A peace officer may be requested to assist with the removal should any person fail to comply with an order of removal by the Neighborhood Council. Any person who resists removal by a peace officer is subject to arrest and prosecution pursuant to California Penal Code Section 403.

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SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL secretary@palmsnc.la