

Communication and Outreach Committee

Regular Meeting

Where: Extra Space Storage, 658 Venice Blvd
Presidents Row Room

When: Thursday, February 16, 2006 at 7pm

Minutes

1. Call to Order @ 7:18pm
2. Roll Call (5 min)
- Mindy-Taylor Ross (District 4), Ingrid Mueller (District 1), Challe MacPherson (District 6), Richard Myers (Chair) – NO QUOREM
3. Discussion and Action on Outreach for Town Hall Meeting, Feb 25
 - a. CBS (walkingman) flyer distribution to Venice (estimated cost less then \$3000)
 - Contact Adjacent NC's (Richard to email)
 - Email VeniceCA (Richard to email)
 - Argonaut Ad (CJ will put in Feb 17)
 - Contact "Lincoln Graphics" (Ingrid suggestion)
 - Investigate Channel 35, KPCC, KCRW (Ingrid suggestion)
 - If we can get distribution out by Thursday, then we should do it (by consensus)
4. Discussion and Action for March Outreach
 - a. Posting Notices (district reps posting places, official posting places, binders)
 - Chairs must have minutes and location complete before last week of each month so that info can get into calendar.
 - Outreach chair will select two board members each month to put up calendar in outreach locations (Vera Davis, Groundworks, Oakwood Rec and Venice Library)
 - Add PLEASE POST to announcements
 - b. Newspaper Advertising (argonaut, venicepaper, beachhead, etc)
5. Discussion and Action on Communication Procedures
 - a. Database Data Entry (results of database merge, clerical help)
Not discussed
 - b. Web Site Changes (board member posting of information)
Not discussed
 - c. Phone Mail System (review procedures)
 - Add Richard's phone number for more info since we can get paging to work
 - d. Newsletter
 - Mindy mocked up a brochure style newsletter format, need a volunteer to compile information from Board members.
 - e. Brochure
6. Discussion and Action on Communication and Outreach Budget
 - a. Review current outreach and communication budget and expenses
Not discussed
 - b. Print, mail and poster advertising costs
Not discussed
 - c. Clerical help costs
Not discussed
 - d. Other upcoming expenses
Not discussed

For more information: see www.grvnc.org or e-mail info@grvnc.org or phone [310.399.5515](tel:310.399.5515)

Grass Roots Venice Neighborhood Council

7. Adjourn (8:30pm)

For more information: see www.grvnc.org or e-mail info@grvnc.org or phone [310.399.5515](tel:310.399.5515)

This is a public meeting in conformance with the California Brown Act public meeting law; all are welcome to attend. This agenda has been posted 72 hours or more before the scheduled meeting date at various locations including: www.grvnc.org and the GRVNC E-Mail List.

Grass Roots Venice Neighborhood Council



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Committee Report



Need better accountability to make sure we satisfy Brown Act requirements.

- **Solution:**

1. Committee chairs **MUST** email the Communications Officer (info@grvnc.org) their next months agendas (with reserved meeting room) **before** the weekend following each board meeting. This will give time to create a calendar and have it posted.
2. It is the responsibility of committee chairs to post any Agendas not available by the monthly calendar posting.
3. Communications Officer will select 2 board members each month to post the calendar and agendas at the following locations: Groundworks Coffee, Oakwood Rec, Vera Davis Center and Venice Library.
4. Communications Officer will verify that monthly calendars and agendas were posted.

Need a newsletter to communicate to community activities of the GRVNC.

- **Solution:**

1. CJ has volunteered to do layout for newsletter
2. Mindy has created a template for a brochure/newsletter
3. We have a volunteer willing to collate and organize material
4. Need each District rep to create 200 word summary for their district, and all committee chairs to create 100 word committee summary. President should create presidents message.
5. Email all summaries to info@grvnc.org, with subject: **Q2 2006 newsletter**

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