

# Grass Roots Venice Neighborhood Council



## **Communication and Outreach Committee** **Regular Meeting**

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

When: Thursday, February 16, 2006 at 7pm

## **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](mailto: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](mailto:info@grvnc.org), with subject: Q2 2006 newsletter**

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