



neighborhood council
el consejo del vecindario de glassell park

Our Voice to the City
Nuestra voz a la Ciudad

**GLASSELL PARK
NEIGHBORHOOD COUNCIL
OFFICERS**

BRADLEY
CHAIRPERSON

MARK QUIROZ
VICE CHAIR

CELINA PINTO
SECRETARY

CRYSTAL-LYNNE OROZCO
TREASURER

LINDA SANCHEZ
MEMBER-AT-LARGE

**CITY OF LOS ANGELES
CALIFORNIA**



ERIC M. GARCETTI
MAYOR

GLASSELL PARK NEIGHBORHOOD COUNCIL

Glassell Park Community & Senior Center
3750 N. Verdugo Road, Los Angeles, CA 90065

Outreach Committee Meeting

Wednesday, November 4, 2015

8pm – 9:30pm

**GLASSELL PARK
NEIGHBORHOOD COUNCIL**
3750 N. Verdugo Road
Los Angeles, CA 90065
(323) 256-4762 or 379-4510 ph/txt
www.glassellparknc.org

(LIST OF BOARD MEMBERS)
LINDA SANCHEZ – AREA 1
MARK QUIROZ – AREA 2
CRYSTAL-LYNNE OROZCO – AREA 3
MOLLY LYNN TAYLOR – AREA 4
FRANCISCO CONTRERAS – AREA 5
PATRICK CLEARLY – AREA 6
GLADYS PINTO-MUNOZ – AREA 7
BRADLEY – BUS. REP
BRIAN SHARP – BUS. REP
DANE BOEDIGHEIMER – BUS. REP
MARGE PIANE – ORG. REP
PAVLO VLANCO – ORG. REP
CELINA PINTO – EDUC. REP
RUBY DeVERA – FAITH-BASED
MICHAEL DIVIC – AT LARGE REP

The public is requested to fill out a “Speaker Card” to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board’s subject matter jurisdiction will be heard during the Public Comment period. The timelines indicated are for the purposes of moving agenda items along only and do not constitute official times to discuss and/or take actions on items presented. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at Super A Foods Store, 2925 Division Street, Los Angeles, CA 90065. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at the Glassell Park Neighborhood Council Constituent Service Center located at 3750 N. Verdugo Road (in back of the Public Storage Building) or visiting our website by clicking on the following link: www.glassellparknc.org or at an upcoming scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the GPNC Office at (323) 256-4762 or 256-GPNC or Communications@GlassellParkNC.org. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the GPNC Secretary or Board Members separately.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting Department of Neighborhood Empower, at (213) 978-1551 or toll- free at 311.

Agenda items may be subject to discussion and/or possible action by a simple majority of a quorum of the Board present at this meeting. Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL 323-256-4762.

1. Welcome and Introductions – 6pm
2. Roll Call and Determination of Quorum.
3. Announce available Outreach Committee seats, if any, and accept nominations and self-nominations for Outreach Committee
4. Official/Public Comment (non-agenda items) – 10 minutes maximum
5. Discussion, Updates and Possible Recommendation:
 1. Print (flyers, EDLU outreach, agendas)
 2. Online (website, website hosting and social media services, social media, board/committee member admins)
 3. Events (Glassell Park and NELA)
 4. Elections (Spring 2016) - see attached
6. Review / Discussion BOARD APPROVED recommendations, outreach events and budgets
 1. Fall / Winter 2015 Newsletter
7. Review of Board Approved GPNC light post banners in Glassell Park, including budget & design.
 1. Nominate lead on this outreach element
 2. Updates from and about G-NET– 5 minutes
8. Future agenda items / New Business
9. Announce next meeting
10. Adjourn.



EMPOWER LA™
Department of
NEIGHBORHOOD EMPOWERMENT



2016 Neighborhood Council Elections Newsletter

Election Workshops for You to Attend Throughout December! *Sign up today!*

Jump start your Election Planning by coming to any one of the EmpowerLA Election Workshops throughout Los Angeles.

- You'll hear an overview of the election dates and timelines.
- You'll learn how the 2016 Elections Team will work with you.
- You'll have the opportunity to participate in an informative Q/A session to make this upcoming Elections process a success!

[SIGN UP](#) FOR A WORKSHOP HERE

How to Start Your Neighborhood Council Elections Process

The Elections Team has created a cheat-sheet for your Election Committee to use as a guide for planning.

1. Attend one of EmpowerLA's Elections Workshops:
www.empowerla.org/tux-boot-camp
2. Create your Neighborhood Council's Election Committee.
 1. That consists of the Election Chair, Outreach Chair, and several stakeholders/committee members.
 2. Objective: To carry out a strategic plan to bring awareness of candidate registration, Neighborhood Council purpose/importance, and election date.

3. Set up a monthly meeting (or two) to plan and execute your election outreach.
3. Create a budget. Here are the basics needed to get your outreach going:
 1. Flyers or handout postcards on several key events/dates: 1) Become a candidate 2) Register to vote online (only 35 Neighborhood Councils have this option in addition to their polling location) 3) Attend the Candidate Forum 4) Attend the Community Rally (plan this during candidate registration period) 5) Get the vote out (pre-election day/night).
 2. Direct mail piece, VERY IMPORTANT to do at least one mailer. Best strategy to include all candidates, the election date, how to register to vote online (if that is your Neighborhood Council), highlight what a Neighborhood Council does, and why it's important to vote for your community representative/leader.
 3. Vinyl banner on Election - use at board meetings and outreach events.
 4. Candidate Forum Event - date, location, promotional items, collateral material, and light food (budget).
4. Rally to Get People Excited about Community Engagement Event - location, theme, partnerships with other community groups, activities (movie, Carnival, Music, Food trucks), promotional items, collateral material, etc.
5. Election Day/Night Event - make this something your community and its partners can celebrate. You can host a themed event that happens to have your election taking place at the same time.
6. Post blog articles, newspaper articles, school papers, and calendar of events on various sites ([Patch](#), [Nextdoor](#), [ExperienceLA.org](#), local sites/publications, etc.).
7. You may want to buy ad space in local magazines or newspapers
8. You may find that bundling your budget with other Neighborhood Councils in your region will give you a better price.
9. Calendar Planning - When planning events and outreach, start your planning at least 3 months before the event/promotion.
10. Social Media - Create a Twitter, Instagram, and Facebook page for your Neighborhood Council. Use "Events" tab of Facebook for all your key dates.
11. Website - EmpowerLA will provide you a series of icons for you to include on your home page. Each clickable icon will be a call-to-action oriented for (1) Become a Candidate (2) Register to Vote

Online (3) Get the Vote Out. Icons 1 & 2 will be directed to the proper EmpowerLA or City Clerk page for the stakeholder to take action. The 3rd icon would be for your promotion on the ELECTION day/time and event.

12. E-Newsletter - Plan on several newsletters to let your stakeholders know about your events and elections. Again, consider the timing of the election process.

Timeline and Dates for your Neighborhood Councils

Visit these helpful links for you to get key dates for YOUR election. With this information, you can start promoting the general election information in a flyer and use at board meetings and outreach events.

Regional Timeline:

<http://empowerla.org/wp-content/uploads/2012/04/timeline.pdf>

Election Regions:

<http://empowerla.org/wp-content/uploads/2015/10/Service-Regions-Election-Schedule.pdf>

Citywide Map of Regions:

<http://empowerla.org/neighborhood-council-elections-map/>

Election Schedule:

<http://empowerla.org/elections/>

REMINDER:

Your board has until Friday, October 30, 2015 at 5 pm to provide specific elections information per the [Stipulation Sheet](#).

Best,

Jay Handal

Neighborhood Council Elections Administrator

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Lisa Cahan Davis

Online Voting Outreach Coordinator

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