

Notice of Outreach Special Committee Meeting Minutes
 Friday, 30 July 30th, 2021 @ 6pm
 Zoom Meeting Online or By Telephone
 US toll-free call-in number 877 853-5257 to Join the Meeting
 Then Enter This Webinar meeting ID: 88049728785 and Press #

AGENDA

DRAFT

(Abstentions are neither in favor nor in opposition)

1. Welcome, Call to Order,
2. Roll Call

Time 6:06 pm

Present: Robert, Shanna, Terence, Albert and Maura

Not Present: Terence arrived around 6:20pm

3. Discussion/discussion about who will do the minutes. The committee decided that the minutes would be rotated for the committee. Robert will do the first round.

Public Comment: None

4. Discussion and motion to approve the HHPNC Outreach Committee Meeting Agenda

Public Comment: None

Shanna motions to approve the HHPNC Outreach Committee Agenda Albert seconds.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Shanna	X					
Robert	X					
Terence						X
Albert	X					
Maura	x					
Total	4	0	0	0	0	1

Motion carries.

5. General Public Comment on Non-Agenda Items - Comments from the public on non-agenda items within the Board's jurisdiction (Limited to 10 min, max 2 min per speaker).

Public Comment: Tani Kaye Outreach and the HPOZ committee meeting, 103 people attended in Feb, opposing the Sky project. HPOZ is gearing up to fight the project again. Will need Outreaches help with letter writing to fight the project. Historic Project Overlay Zone. The project at first did not fit the HPOZ requirements. Also, the other thing is the EI

Sereno and the trees the Black Walnut trees and trying to save and protect. They want to cut them, Clara Solis and her admirable involvement.

6. Discussion/ possible motion: No vote

- a. Best practices versus Objective of HHPNC Outreach committee
- b. Outreach Committee goals for this term
- c. Forming relationships with NELA community
- d. Needs of the community

Public Comment: Shanna and the best practices versus objectives. Raise awareness out to the community about the HHPNC, NPG’s CIS’s future elections. Albert general awareness. Robert find ways to engage the Community. Maura stakeholders, Instagram, asking about graphics how to what is the work flow, issues with the work flow. Graphics, Shanna split it up again. Terence digital media I do this for a living, outreaching and events community engagements. Supporting the two arms, Shanna the scope of work. Terence Best practices engage other committees. Maura we need more of a streamline process. What are we doing? Email, graphics, newsletter posted. Last board Julia was posting on Instagram. Adaptable, 1. Objectives, Next door, website, etc..Albert, how do we make or create more contact with the City officials. Shanna, City Council I agree. CIS and outreach. How to connect to with other neighborhood councils, Maura we used to have movie nights. Shanna we need to raise awareness of the HHPNC in that the community has was to influence through CIS and NPG. Kristina Constant contact and how some people on committee and chairs can slow things down, plus agenda bullet items to show in the constant contact blast. I don’t mind the board sending things to me so that I can post. Shanna I like the idea of having one person be the contact from each committee. Kristina smith stated that she can do analytics for the committee. Shanna asked if this can be a regular agenda item. Tani k I like the idea of SM next door putting notes about meeting on there.

motions to approve seconds.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Shanna						
Robert						
Terence						
Albert						
Maura						
Total	0	0	0	0	0	0

Motion carries or fails.

7. Discussion/Motion: Review the continuity form to assign tasks.

<https://docs.google.com/document/d/15jKRaq19EI0AoRu-b5CQqWvAmE7C6fYmiK5RA826ln0/edit>

- A. Social media (Instagram, Facebook)
- B. Newsletter

C. Website facelift

Maura and rolodex, we need to utilize it. Outreach with the new ADHOC (public comment), suggestion box. Terence analytic of social media, lets present to the next meeting. Use this to find ways to streamline things.

Action plan:

- 1. Mauro, will be in charge of the Rolodex, forming relationship w/other NC and NELA.**
- 2. Committees, Idea is that 1 person from each committee provide graphics and another be a liaison satellite for grp in regard to SM. For example, what are 1-3 items from each committee to have put on social media.**
- 3. KS will develop analytics from website, social media. The committee has asked to seem them before monthly meeting.**
- 4. KS will oversee email and graphics to NEXT DOOR.**
- 5. Robert/ Terence will research the Literacy project invoice, NPG.**
- 6. Terence outreach development, form for communication b/t committees for bullet points for NEXT DOOR.**
- 7. Agenda item Planely application for the social media platforms, up to 275.00 a year.**
- 8. Albert in charge of Instagram, twitter and FB he will work with KS.**
- 9. Shanna works with Duncan and KS on 2 a month HHPNC newsletter,**
- 10. Robert Digital media policy for HHPNC.**
- 11. Web facelift KS will present in next meeting.**
- 12. Romana ART committee to take pictures of HP for SM.**
- 13. Shanna develops budget for outreach cards.**
- 14. Robert monthly food drive agenda item.**
- 15. Terence attends the Budget Committee meeting discuss outreach monies.**
- 16. Monthly meeting date the 3rd Wednesday of every month @ 7pm. Next meeting 8-18-21.**

NPG literacy book project, funds have been counted and invoice, outreach from last board. Shanna role of outreach to promote digitally, incorporating logo brand. Terence form, planoly app scheduled media blast. It is 275.00 for the year and timed blasts to FB, Instagram and twitter. Build up to it and use for August. Digital media policy. K.S. wants to make a presentation in the next meeting regarding website upgrade, with having all documents in google drive.

Public Comment: no vote

motions to approve seconds.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Shanna						
Robert						
Terence						
Albert						
Muara						
Total	0	0	0	0	0	0

Motion carries or fails.

8. Discussion/Motion: Monthly food disbursement (WHO, WHERE, HOW) CD-1? every table??

Public Comment: The idea 500 a month for food give away in the HP community. \$500 for 11 12 months up \$6,000. Two local churches, using Every Table for food disbursement. Maura suggested a rotating location. CD-1, every table, NEA DONE parameters, outreach flyer, Maura said in the last board Mary created graphics. Shanna two sided postcards. 1,000 cards develop budget so we can vote on them. Terence stated that they will not be able to table any event.

Robert motions to approve 6000 for 12 months to be spend for monthly food drive for HHPNC community Shanna seconds.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Shanna	x					
Robert	x					
Terence	x					
Albert	x					
Muara	x					
Total	5	0	0	0	0	0

Motion carries.

9. Discussion/Action: The Mercado Art walk August 14th 4-9

Who, how, storage? Discussion about the El Mercado event, Maura will assist with table time, meet at 330 for 2 hours. Ramona and Arts committee taking pictures of HP for the website and to help out with the table too.

Public Comment: none
no vote

motions to approve seconds.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Shanna						
Robert						
Terence						
Albert						
Muara						
Total	0	0	0	0	0	0

Motion carries or fails.

10. Discussion/Motion: Motion to appoint 3 new members (stakeholders) to the HHPNC ORC

Public Comment: NONE

motions to approve seconds.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Shanna						
Robert						
Terence						
Albert						
Muara						
Total	0	0	0	0	0	0

Motion carries or fails.

11. NEW BUSINESS:

Maura asked about the budget and how to keep account of money being spent, previous board and budget. Shanna is the budget for the entire board and what is allocated for Outreach. Terence and event calendar for Outreach created by Estrella. We do need to be mindful of the money being spent.

Next meeting wed 9-18-21 @ 7pm the 3rd Wednesday of every month.

Public Comment: none

12. ADJOURNMENT

Public Comment: none

Terence motions to adjourn meeting at 8:43pm Shanna seconds.

Member	For	Against	Abstain	Recused	Ineligible	Absent
Shanna	x					
Robert	x					
Terence	x					
Albert	x					
Muara	x					
Total	5	0	0	0	0	0

Motion carries.