

CITY OF LOS ANGELES

CALIFORNIA



GREATER WILSHIRE NEIGHBORHOOD COUNCIL

Outreach Committee

Meeting Agenda

Tuesday, December 16, 2025 at 6:30 PM

Zoom Link:

<https://us02web.zoom.us/j/98276791581>

Phone: (877) 853-5257 (toll-free), ID 982 7679 1581

Supporting Documents:

<https://greaterwilshire.org/OCdocs/>

Greater Wilshire Neighborhood Council Governing Board Members

President - Jennifer DeVore
Vice President - John Gresham
Secretary - Rochelle Lewis
Treasurer - Patricia Carroll
Assistant Secretary - Dave Cavalier

Area 1 - Brookside: Tony Gittelsohn
Area 2 - Citrus Square: Erika Stuart
Area 3 - Country Club Heights: *Vacant*
Area 4 - Fremont Place: Julie Dalton
Area 5 - Hancock Park: Jennifer DeVore
Area 6 - La Brea-Hancock: Sixto Sicilia
Area 7 - Larchmont Village: Natalie Irby
Area 8 - Melrose: Richard Gano
Area 9 - Oakwood/Maplewood/St. Andrews:
Rochelle Lewis
Area 10 - Ridgewood-Wilton/St. Andrews Square:
Patricia Carroll
Area 11 - Sycamore Square: Conrad Starr
Area 12 - Western-Wilton: MJ Anderson
Area 13 - Wilshire Park: John Gresham
Area 14 - Windsor Square: Gary Gilbert
Area 15 - Windsor Village: Drew Kiesow
At Large: Mark Alpers
Renter: Dave Cavalier
Business: Romi Cortier
Education: Scott Appel
Religion: Charles D'Atri
Other Nonprofit: Brian Curran

GWNC Outreach Committee:

Jessica Harvey - Chair
Conrad Starr - Secretary
Dave Cavalier
Rochelle Lewis

Committee Vacancies: Multiple

Direct Committee Inquiries to:

outreach@greaterwilshire.org

Pursuant to the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and November 1, 2023 LA City Council approval, this Greater Wilshire Neighborhood Council meeting will be conducted virtually.

I. WELCOMING REMARKS

- A. **Call to Order** (Jessica Harvey)
- B. **Roll Call** (Secretary)

II. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

III. ADMINISTRATIVE ITEMS (Discussion and Possible Action)

- A. **Review and Adoption of Minutes:** (Secretary)
 - 1. 11-18-2025 Regular Meeting Minutes
 - 2. 11-23-2025 Special Meeting Minutes
- B. **Committee Membership** - Seeking to Join, Departing
 - 1. Possible Motion to recommend the appointment of members to the Outreach Committee.
 - 2. Ethics Training Link: <https://localethics.fppc.ca.gov/> for non-Board members.

IV. PRESENTATIONS

V. CHAIRPERSON'S REPORT

VI. COMMITTEE MEMBER REPORTS (Discussion only)

- A. **LVNA** December 9 Meeting (Starr)

B. Email List Sign-ups (Starr)

VII. OLD BUSINESS (Discussion and Possible Action)

A. GWNC-Branded Merchandise (In October, GWNC approved a motion to allocate up to \$500 for giveaways such as branded bottle openers, refrigerator magnets, rulers, yardsticks, stickers, or other items which can be used at GWNC tablings and events.)

- Insulated bags:
<https://www.4imprint.com/product/106542?gfeed=1&mkid=1pla106542> or
<https://www.nextdayflyers.com/apparel/bags-totes/bullet-hercules-insulated-grocery-tote-.html?ptid=72&> or
<https://bagmakersinc.com/Products/Product/39AC1315/US?categoryid=9>
- 1. **Possible Motion:** The Outreach Committee approves the item and design of [GWNC Branded Merchandise] from [vendor] in [quantity].

B. GWNC Signage Designs

C. Stakeholder Survey (Mr. Cavalier)

D. Social Media Coordinator

- 1. **Possible Motion:** The Outreach Committee recommends that the GWNC appoint _____ to be Social Media Coordinator, to post GWNC and City event notices and messages to GWNC's approved social media channels, including Instagram, Nextdoor, X, Facebook, and Linktree; and to its website, www.greaterwilshire.org; in compliance with the Digital Media Policy and as directed by GWNC Committee Chairs and/or Officers; and to send emails to GWNC's listserv as requested and approved by the GWNC Outreach Committee Chair or the GWNC President.

VIII. NEW BUSINESS (Discussion and Possible Action)

A. "Welcome/About Us" for Website (greaterwilshire.org/about)

B. Graphic Designer

- 1. Volunteers
- 2. Fiverr

C. GWNC T-Shirts for Tabling/Giveaways

D. "Coffee with the Council" series with the GWNC and area Neighborhood Associations (Cavalier)

E. Campaign to Increase Email Subscribers (Starr)

- Set goal - 1,000 subscribers? 1,200?
- Include a link in board members' email signatures to join mailing list.
- Include a link and graphic in each outgoing email blast - ask Clayton (webmaster) or do our own research to learn ways to "forward email to a friend" with a "call to action"
- Ask all committee chairs to show a QR code with a link to sign up at the start of their Zoom meetings and to provide a verbal encouragement to do the same at each meeting
- Share a link and messaging with area NA/HOA organizations.

F. Annual Calendaring of Events and Opportunities

- Preparedness Month (April and September)

IX. FUTURE OPPORTUNITIES/PROJECTS (Discussion and Possible Action)

Any of the following may be brought up for discussion and possible action by a Committee Member.

- A. Partnering with CBOs (e.g., KYCC)
- B. Block/Geographic Area Beautification/Cleanup/Graffiti Abatement
- C. Tablings/Outreach Opportunities
- D. Creation of a Tabling Packet and Tabling Supplies Checklist, Instructions, and Kit
- E. New Neighbor Packet
- F. Newsletter
- G. Website Improvements/Refresh/Redesign
- H. Internal Marketing Request Form (“Social Media Request Form”)
- I. Internal Event Request Form
- J. Citizen Recognition Award Updates to Name, Process, etc.
- K. Community Survey
- L. Larchmont Chronicle Ad Redesign, Committee Lead
- M. Recruitment of New Committee Members
- N. Making Available GWNC Video Recordings/YouTube Library

X. UPCOMING GWNC OUTREACH EVENTS AND MEETING (Discussion)

- A. **Next Outreach Meeting:** Tuesday, January 20, 2026 at 6:30 PM at Los Angeles Public Library John C. Fremont Branch.

XI. REQUESTS FOR FUTURE AGENDA ITEMS (Discussion and Possible Action)

- A. **ShineLA** Hollywood Cleanup on April 25, 2026
 - 1. Possible Motion to recommend that the GWNC participate in the ShineLA Cleanup on April 25, 2026.

XII. COMMITTEE MEMBER COMMENTS/ANNOUNCEMENTS (Discussion)

XIII. ADJOURNMENT

VIRTUAL MEETING TELECONFERENCING INSTRUCTIONS / PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – Every person wishing to address the Board/Committee should dial (669) 900-6833 or (877) 853-5257 and enter 982 7679 1581, then press # to join the meeting.

The GWNC shall make reasonable efforts to accommodate any member of the public that requests an accommodation to participate in the meeting, by providing a publicly accessible physical location for the member of the public to participate from, providing access to technology necessary to participate in the meeting, or identifying locations or resources available that could provide the member of the public with an opportunity to participate in the meeting.

To address the Board on any agenda item before the Board takes action on that item, the public is requested, when prompted by the chairperson, to dial *9 (if connecting by phone) or press the “raise hand” button (if using the Zoom app). 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 but which are within the Board’s jurisdiction will be heard during the General Public Comment period. The

Board is prevented from acting on a matter brought to its attention during the General Public Comment period; however, it may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the chairperson.

Public comment cannot be required to be submitted in advance of the meeting. Only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, or if members of the public are unable to provide public comment or be heard due to issues within the Greater Wilshire Neighborhood Council's control, the meeting must be recessed or adjourned.

TRANSLATION SERVICE – If you need translation service, please contact the GWNC Secretary at (323) 539-4962 or info@greaterwilshire.org at least 72 hours before the event.

번역 서비스 – 번역 서비스를 요청하려면 행사 개최 72시간 이전까지 주민의회에 알려주시기 바랍니다. 이사회 사무국 연락처 (323) 539-4962 또는 info@greaterwilshire.org 에 접속하시기 바랍니다.

SERVICIOS DE TRADUCCIÓN – Si requiere servicios de traducción, favor de avisar al concejo vecinal 72 horas antes del evento. Por favor contacte al secretario de la mesa, al (323) 539-4962 o info@greaterwilshire.org.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – Comments from the public on other matters not appearing on the agenda that are within the committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future meeting.

PUBLIC POSTING OF AGENDAS 의제의 공공 게시 ***DIVULGACIÓN PÚBLICA DE AGENDAS***

GWNC agendas are posted for public review in the following locations:

GWNC 의제는 공적으로 검토할 수 있도록 다음 장소에 게시합니다:

Las agendas de GWNC se colocan para revisión pública en los siguientes lugares:

- **Our website** 저희 웹사이트 ***Nuestro sitio web:*** (<http://www.greaterwilshire.org>)
- **Display case at the Wilshire Ebell Theater** 월셔 에벨 극장 게시판에 게시 4401 W. 8th Street, Los Angeles, CA 90005 ***En una vitrina expositora en Wilshire Ebell Theater, 4401 W. 8th Street, Los Angeles, CA 90005***
- **Via e-mail** - subscribe at / 이메일 발송 구독 / ***Por correo electrónico - puede suscribirse en: www.greaterwilshire.org***
- **By subscribing to L.A. City's Early Notification System at / L.A. 시티 먼저 알림 시스템에서 구독 / ***Suscribiéndose al sistema de notificación temprana de la Ciudad de L.A. en: <https://lacity.gov/government/subscribe-agendas/neighborhood-councils>*****

THE AMERICANS WITH DISABILITIES ACT – 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 the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org.

PUBLIC ACCESS OF RECORDS – 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 our website at <http://www.greaterwilshire.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 info@greaterwilshire.org or (323) 539-4962.

RECONSIDERATION AND GRIEVANCE PROCESS – For information on the GWNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the GWNC Bylaws. The bylaws are available at our Board meetings and on our website at <http://www.greaterwilshire.org>.

NOTICE TO PAID REPRESENTATIVES - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.

SB411 UPDATES –In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. (C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. (D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to

subparagraph (D), to provide public comment until that timed public comment period has elapsed. (ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.