

CITY OF LOS ANGELES

CALIFORNIA



*GREATER WILSHIRE  
NEIGHBORHOOD COUNCIL*

**Outreach Committee  
Regular Meeting Agenda**  
Tuesday, April 21, 2026 at 6:30 PM

**J.C. Fremont Branch Library**  
6121 Melrose Avenue, Los Angeles, CA 90038

**Supporting Documents:**

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

**Greater Wilshire Neighborhood Council  
Governing Board Members**

President - Jennifer DeVore  
Vice President - John Gresham  
Secretary - Erika Stuart  
Treasurer - Patricia Carroll  
Assistant Secretary - Dave Cavalier

Area 1 - Brookside: Tony Gittelson  
Area 2 - Citrus Square: Erika Stuart  
Area 3 - Country Club Height: Slate Donaldson  
Area 4 - Fremont Place: Julia 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:  
Lisha Sevanian

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

*Committee Vacancies: Multiple*

**Direct Committee Inquiries to:**  
[outreach@greaterwilshire.org](mailto:outreach@greaterwilshire.org)

- 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. 03-17-26 Regular 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. **Email List Sign-ups** (Starr)
  - B. **Use of GWNC Logo for CD13 Candidate Forum** (see <https://cd13.info>)

VII. **OLD BUSINESS** (Discussion and Possible Action)

- A. **Order Status for Ruler** - Possible Motion to recommend a change based on logo constraints and new guidance from City Clerk regarding promotional items.
- B. **Signage/Tabling Accessories Status** (Sandbags, Tube, Velcro straps, etc.)
- C. **Stakeholder Survey**
  - 1. Preparation of Internal and External Survey Reports
  - 2. Data for Committees
  - 3. Targeted Follow-Up to Respondents
- 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](http://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.
- E. **MailChimp Subscriber Segmentation**
- F. **Email/Website Graphics for Board Meetings**
- G. **Larchmont Chronicle 2x Sized Ad for Future Month**
- H. **Annual Calendaring of Events and Opportunities**
  - Preparedness Month (April and September)

VIII. **NEW BUSINESS** (Discussion and Possible Action)

- A. **Western Ave Community Cleanup 5/30 9am-12pm** - Possible Motion for GWNC to participate, add its logo, etc.
- B. **Possible Tabling at Larchmont Spring Block Party** - May 9, 2026 - 500 Bl. N. Bronson
- C. **Farmers Market in Country Club Heights** (on 10th Street between Wilton Place and Gramercy Drive) - Possible motion to support, promote, etc
- D. **Budgetary Requests for FY26-27**
- E. **Social Media Request Form**
- F. **Accessibility Compliance for Digital Media, Agendas, Flyers, etc.**
- G. **Website Improvements**
  - 1. "Welcome/About Us" for Website ([greaterwilshire.org/about](http://greaterwilshire.org/about))
  - 2. Evergreen Questionnaire/Intake Form on Website

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.*

- Call for Artists - GWNC Map "Casual Version"
- GWNC T-Shirts for Tabling/Giveaways

- “Coffee with the Council” series with the GWNC and area Neighborhood Association
- Campaign to Increase Email Subscribers
- Partnering with CBOs (e.g., KYCC)
- Block/Geographic Area Beautification/Cleanup/Graffiti Abatement
- Tablings/Outreach Opportunities
- Creation of a Tabling Packet and Tabling Supplies Checklist, Instructions, and Kit
- New Neighbor Packet
- Newsletter
- Website Improvements/Refresh/Redesign
- Internal Marketing Request Form (“Social Media Request Form”)
- Internal Event Request Form
- Citizen Recognition Award Updates to Name, Process, etc.
- Larchmont Chronicle Ad Redesign, Committee Lead
- Recruitment of New Committee Members
- Making Available GWNC Video Recordings/YouTube Library

**X. UPCOMING GWNC OUTREACH EVENTS AND MEETING (Discussion)**

A. **Next Outreach Meeting:** Tuesday, May 19, 2026 via Zoom.

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

**XII. COMMITTEE MEMBER COMMENTS/ANNOUNCEMENTS (Discussion)**

**XIII. ADJOURNMENT**

**TRANSLATION SERVICE** – If you need translation service, please contact the GWNC Secretary at (323) 539-4962 or [info@greaterwilshire.org](mailto: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](mailto:info@greaterwilshire.org) 에 접촉하시기 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](mailto: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. 8번 스트리트, 로스앤젤레스, 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](mailto: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](mailto: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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).