

Grass Roots Venice Neighborhood Council



Communication and Outreach Committee **Regular Meeting**

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

When: Thursday, January 19, 2006 at 7pm



Agenda

1. Call to Order @ 7pm
2. Roll Call (5 min)
 - In attendance: Richard Myers (chair) Mindy Taylor-Ross (District 4), CJ Cole, Dante Cacace
3. Discussion and Action for Febuary Outreach
 - a. Posting Notices (district reps posting places, official posting places, binders)
 - District reps need to recruit "block captains" to help with posting places and outreach in their district in general.
 - b. Newspaper Advertising (argonaut, venicepaper, beachhead, etc)
 - Ads were run in the first week of January in the Argonaut, VenicePaper and BeachHead (thanks to CJ!)
 - Problem may exist with VenicePaper and Beachhead because they have no city Tax ID
 - Not yet received bills from papers.
 - c. Replace Walkingman with CBS Advertising Distributors (used by Mar Vista NC)
 - No discussion
 - d. Email Annouements (schedule, etc)
 - No discussion
 - e. Direct mail options
 - No discussion
4. Discussion and Action on Communication Procedures
 - a. Database Data Entry (results of database merge, clerical help)
 - Carmel and Eileen have volunteered to help complete stakeholder info data entry from 2005 elation. Richard will distribute packets with 100-200 registration forms and give volunteers access to the online database to check if addresses have already been entered.
 - b. Web Site Changes (board member posting of information)
 - Meet with CJ next week to train on how to use web site to post informatin
 - Mindy will also try to create an account for adding info to the web site
 - c. Phone Mail System (review procedures)
 - Problem with pager feature; Mindy will create message for #5 message option; Mindy needs information on February meetings to update the annouements.
 - d. Other
 - Need to recruit volunteers to help with newsletter production and ask board members and committee chairs to start writing material for the newsletter.
 - Need to draft a brochure that can be handed out by board and at meetings that describes the GRVNC and what we do.
 - Must get letter head template to board members
5. Discussion and Action on Communication and Outreach Budget
 - a. Review current outreach and communication budget and expenses
 - No discussion
 - b. Print, mail and poster advertising costs

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

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- - c. Clerical help costs
 - No discussion
 - d. Other upcoming expenses
 - No discussion
6. Adjourn (8:15pm)

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This is a public meeting in conformance with the California Brown Act public meeting law; all are welcome to attend. This agenda has been posted 72 hours or more before the scheduled meeting date at various locations including: www.grvnc.org and the GRVNC E-Mail List.