



Wilmington Neighborhood Council

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NOTICE OF MEETING

January 27, 2016 @ 6:00 P.M.

Wilmington Senior Center
1371 Eubank Avenue
Wilmington, California

All stakeholders including residents, property and business owners, people who work in Wilmington, members of non-profit, educational, church and service organization, representatives of local labor unions and participants at local parks and museums are encouraged to participate in the Wilmington Neighborhood Council (WNC). The WNC and you can make a difference in the delivery of City services to our community.

Comment from the public on non-agenda items within the jurisdiction of the WNC will be heard during the Public Comment period. Public Comment is limited to three (3) minutes per speaker unless waived by the presiding officer of the WNC.

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. Language translation, sign language interpreters, assistive listening devices or other auxiliary aids and/or services may be provided upon request. Please make your request at least three (3) business days prior to the meeting if services are required. **Contact the Department of Neighborhood Empowerment at 213-978-1551.**

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 www.wilmingtonneighborhoodcouncil.com or by sending a written request to wnc01@gmail.com or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please send an email request to wnc01@gmail.com.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 978-1551.

AGENDA

1. **Call to Order / Pledge of Allegiance / Roll Call of Governing Board Members**
2. **Approval of Minutes for Previous Meeting**
3. **Los Angeles Police Department/Port of Los Angeles Police Department** (5 minutes)
4. **Government Representatives Reports – Federal/State/County/City** (10 minutes)
5. **Public Comment on Non-Agenda Items – Complete Speaker Card** (3 min. per comment)
6. **Action Items:**
 - a. The WNC Publicity and Communications Committee recommended the following motions for consideration by the WNC Governing Board:
Action Item: 1
The motion (Medel/Prichad) to recommend to the WNC Governing Board that the following mission, purpose, and objectives be approved:
Purpose: The purpose of the P&CC is to serve the WNC's mission by bringing awareness to its existence and engaging in exchange of information.
Mission: The mission of the P&CC is to increase awareness of the WNC and ensure information received and produced by the WNC membership is conveyed effectively to all Wilmington stakeholders and community members.
Objectives of the P&CC are to:
 - Coordinate and facilitate publicity of WNC. This included advertising, promotion and outreach.
 - Develop and implement a publicity plan to increase visibility and support of WNC governing board, standing committees and ad-hoc committees, activities, and makeup of leadership.
 - Provide advice and coordinate the planning, development, and production of promotional products, events and activities of the WNC.
 - Keep WNC governing board members informed of publicity activities and goals.

- Maintain community calendar on WNC sites with events, activities, workshops and other items of importance to the Wilmington community and stakeholders.
- Monitor developments both internally and externally in publicity and communications

Action Item: 2

The motion (Medel/Prichard) to recommend to the WNC Governing Board that the following roles/responsibilities of P&CC be approved:

Roles and Responsibilities of Committee Members

CHAIR: Facilitate meeting to ensure collaborative and collective decision making, prepares agenda, secures location, sets the pace of the meeting and ensures meeting runs on time, redirects discussion as needed, highlights important points, clarify any misunderstandings

P&CC MEMBERS: Participate in discussions and assist Chair to support note-taking, time-keeping and any other roles as needed. Arrive on time, ask questions, bring forth new ideas, strategize to develop an effective publicity and communications plan, brief others as appropriate after the meeting.

STAKEHOLDERS AND COMMUNITY PARTICIPANTS: Attend a minimum of three (3) consecutive meetings to vote on agenda action items. Ask questions, support the P&CC efforts of the WNC committee members, provide constructive feedback and suggestions.

Action Item: 3

The motion (Medel/Prichard) to recommend to the WNC Governing Board that the following Communications duties of P&CC be approved:

P&CC Communications Duties

Website: content maintenance (Webmaster)

Calendar: to create policies and procedure for calendar items (P&CC members)

Newsletter: to create content, decide on frequency and work with graphic designer (P&CC)

Social Media: to create posting schedule and platform management (P&CC)

Action Item: 4

The motion (Medel/Prichard) to recommend to the WNC Governing Board that the following Publicity duties of P&CC be approved:

P&CC Publicity Duties

Promoting WNC: seek opportunities to promote WNC

Action Item: 5

The motion (Medel/Prichard) to recommend to the WNC governing board for each standing and ad-hoc committee to submit mission, purpose and objectives to be approved at the February 25, 2016 Governing Board meeting and then posted on website.

b. Monthly Funding Reports

7. **Informational Items:**

a. LA Forum on Crime – Thursday, Feb. 4th at the Warner Grand in SP, 6 – 8 pm

*** BREAK ***

8. **Report of Officers**

- Chair
- Vice-Chair
- Secretary
- Treasurer

9. **Reports by Standing Committees**

- By Laws Committee
- Executive Board
- Finance Committee
- Land Use & Planning / Gateway & Beautification Committee
- Public Works Committee
- Publicity & Communications Committee
- Transportation Committee
- Wilmington Historical Society Preservation Ad Hoc Committee

10. **Unfinished Business**

11. **New Business**

12. **Reports from Caucus Groups**

13. **Reports from Members At Large**

14. **Announcements from Governing Board Members**

15. **Adjourn**