

# Grass Roots Venice Neighborhood Council

PO Box 500, Venice, CA 90294

## Communication and Outreach Committee

### Regular Meeting

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

When: Saturday, December 17, 2005 at 9:30am



## Minutes

### 1. Call to Order @ 9:45am

Members In Attendance: *Richard Myers (chair), Mindy Taylor-Ross, Challis MacPherson, CJ Cole, Carmel Juneau*

### 2. Roll Call (5 min)

### 3. Discussion and Action for January General Meeting Outreach

#### a. Posting Notices

*Action(s): (By unanimous Consent)*

- *Establish two permanent spaces at Venice Library and Vera Davis Center*
- *Create binders to hold meeting agendas, attachments and minutes to be stored at two permanent outreach locations.*
- *Post calendar of events once a month at 10 district outreach locations, refer to permanent outreach locations, web page, GRVNC phone number and PO Box address.*
- *Calendar of events will include all established meeting times and locations.*
- *Challis will coordinate establishment of permanent posting location at Venice Library and Vera Davis Center.*
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#### b. Newspaper Advertising

*Action(s): (By unanimous Consent)*

- *CJ will do layout for January advertisement to run in Argonaut the last week of December.*
- *Argonaut advertisement will include info on January LUPC meeting, Town Hall and Board Meeting (if date/time/location information finalized)*
- *Future advertisements will be put in Argonaut, VenicePaper and Beachhead; pending publishing schedule and budget.*

#### c. Replace Walkingman with CBS Advertising Distributors (used by Mar Vista NC)

- *Deferred to next meeting*

#### d. Email Announcements

*Action(s): (By unanimous Consent)*

- *Research new system that will allow for HTML*
- *Poster fewer and less redundant notices*

**For more information:** see [www.grvnc.org](http://www.grvnc.org) or e-mail [info@grvnc.org](mailto:info@grvnc.org)

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- *Do not include community announcements, refer to web pages only*

## e. Direct mail options

- *Deferred to next meeting*

## 4. Discussion and Action on Communication Procedures

### a. Database Data Entry

*Action(s): (By unanimous Consent)*

- *Carmel will help with data entry; Richard needs to supply copies of registration forms, data entry layout and reference list of existing names.*
- *Include place for stakeholders to specify District on registration forms*

### b. Web Site Changes

*Action(s): (By unanimous Consent)*

- *Richard will generate prototype system that allows board members to add calendar items and make online webpage updates for their district or committee pages.*
- *Make sure to test on Macintosh; use big fonts and large graphics.*

### c. Board member email accounts

- *Discussion, no action.*

### d. Phone Mail System

*Action(s): (By unanimous Consent)*

- *Establish phone information system*
- *Use Verizon as phone system provider*
- *No phone line, only voice mail and recorded information*
- *Five initial information options: Board/Excom, LUPC, District Reps, General Info/Messages.*
- *Establish pager notification when messages are left on voicemail.*

### e. other items

- *Produce a quarterly newsletter to be published in the Spring (CJ will do layout)*
- *Solicit articles from board members*

## 5. Adjourned 11:30 am

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