



Mar Vista Community Council



MINUTES

Outreach Committee, Thursday, December 5, 2019, 1pm - 3pm
Saint Andrew's Church, Narthex Room
11555 National Blvd. | Los Angeles, CA 90064

1. **CALL TO ORDER - 1pm**
2. **ROLL CALL (ATTENDANCE) - Kathryn Wheeler, Joan Wilson, Martin Rubin, Wayne Wheeler, and two stakeholders**
3. **WELCOME AND INTRODUCTIONS**
4. **READING AND APPROVAL OF MINUTES - Motion to approve the minutes was made by Mr. Rubin, seconded by Mr. Wheeler, passed without objection.**
5. **REPORTS ON RECENT LEGISLATIVE OR MVCC BOARD ACTION** (*tabled until New Year*)
6. **REPORTS OF CHAIRS** (*none submitted*)
7. **STANDARD ORDER OF BUSINESS (90 MINUTES)**
 - 7.1. **UNFINISHED BUSINESS**
 - 7.1.1. Newsletter
Continued discussion and work on the January Newsletter. Bring articles, photos, artwork, etc. Newsletter pages were presented boarded, and each page discussed at length with suggestions and revisions noted for presentation at the next meeting.
 - 7.2. **[CHAIR] NEW BUSINESS - DISCUSSION AND POSSIBLE ACTION/MOTION REGARDING...**
 - 7.2.1. **[FUNDING][OUTREACH] Community Plan Input Document Survey** - The Outreach Committee approves an amount not to exceed \$1,000 for costs (e.g., designing, printing, distributing) related to the survey slated for the Community Plan Input Document. **It was discussed and understood that T&I would like the survey questions to be an "exact duplicate" of the online survey—exact wording and order. However, the online survey prints out at 13 pages. A printout comparison of a single T&I online survey question filling more than three-quarters of a page opposite all of the T&I printed survey questions filling one page confirmed this fact. Additionally, reordering questions, word edit (e.g., "Taking a Taxi" to "Taxi" when transportation mode is requested) may be necessary due to space limitation, printer margin requirements, uniformity, and other design best practices. Attendees were provided the T&I online questions and the Outreach previous typeset version for comparison. There were no objections—all considered both versions to be equal. Since Outreach had not been provided the T&I amended survey questions, there was concern that the Community Plan survey would be delayed another month, making it highly unlikely that it would be completed. Therefore, the survey was approved as a one-page survey (Community Plan questions only) and as a two-page survey (previous typeset version). Motion to approve was made by Mr. Rubin, seconded by Mr. Wheeler, and passed without objection.**
 - 7.2.2. **Discussion and possible motion concerning the Descriptive Metadata Regarding Survey form. Zone 1 was sectioned and used to illustrate this form. It was discussed and Mr. Rubin made the motion to approve it, and submit with the survey motion. It was seconded by Ms. Wilson. The motion passed without objection.**
8. **FUTURE AGENDA ITEMS** (*tabled until New Year*)- 12/12 - Newsletter; T&I Outreach requirements; 12/19 - finish newsletter; 1/16 - WVHA advertising; Online survey comparisons

9. PUBLIC COMMENTS/CONCERNS- none

10. ANNOUNCEMENTS- none

11. ADJOURNMENT- 2:45pm

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