

Minutes/ Synopsis of WWNC Outreach and Communications Meeting

Date: May 26, 2011

Members present: Lisa Chapman, Brent Gaisford, guest and stakeholder, Sandy Throop

*Held at the Hammer Museum, board room, 3rd floor

Sandy Throop joined us and has expressed interest at serving on our committee as a stakeholder. We have accepted him as a new member and welcome him to our group! Sandy comes with some strong ideas and enthusiasm, and I believe he'll be a great addition to our committee.

We went over our agenda and came up with some good brainstorming ideas. We'll look forward to all of your input as well, moving forward.

Brent and I have assigned some tasks, that hopefully each of you can take on and complete. Some of the items discussed last night were:

- 1), Building our website email list to elicit more attendance and interest in our WWNC board meetings and goals.
- 2). Getting the word out about our council to community sources (print, web advertising schools, faith-based organizations, businesses, etc)
- 3). Creating a detailed, informative and better community calendar
- 4). Suggestions for ideas, innovations given by stakeholders on website and at meetings

**** On that note, here is what we are asking currently of all of our committee members when email lists are noted, this would entail seeing if we can obtain email listings form a particular organization, and if not possible, asking that organization to send out an email on our behalf about our Neighborhood Council (meetings, website info, community events, etc), giving them the opportunity to be on our mailing list.**

Lisa: Email lists from Warner (WAVE), Will email Connie for Emerson emails, and Kurt Smalberg for Faith-based email lists, will make physical "suggestion box" for our meetings, along with sign-in sheet that records emails of stakeholders for later announcements, will work on other website issues as far as placement, etc with Brent.

Brent: Email list from Steve Sann (Brentwood Community Council), Daily Bruin advertising (cement details and non-profit status), adding content to our website and increasing visibility for website on the internet, Content placement on website / organization of website –This is a HUGE job!

Laura: Email list from Westwood Library, Email list from Fairburn Elem., Add to master calendar.

Clinton: Email list for the Westwood Business Community, Add to master calendar.

Sandy: Email list from WWNC formation committee meetings, Other formation lists from WWNC formation meetings, will research best practices on DONE website in reference to Outreach

Mike: Assist in building our facebook page and adding content, contact Eric Norton and Amber Meschack regarding email lists from interested parties, and other NC's. Add to master calendar.