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**Issam Najm, President; Susan Gorman-Chang, Vice President; Gabriel Khanlian, Secretary;  
Andrew Krowne, Treasurer; David Balen, Signer; Cheri Derohanian; Jason Hector;  
Alex Kim; Becky Leveque; Jennifer Milbauer; Asaad Alnajjar**

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Porter Ranch Neighborhood Council

**Outreach Committee Meeting Minutes**

*Jennifer Milbauer, Chair (Board Member) Kristina Zitkovich, Vice Chair (Stakeholder)  
Alex Kim, (Board Member) Jason Hector, (Board Member) Sandi Naiman, (Stakeholder)*

Thursday, January 12, 2017  
6:00 PM

Porter Ranch Community School - Library  
12450 Mason Ave. Porter Ranch, CA 91326

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS & COMMITTEE MEETINGS** - The public is encouraged to fill out a "Speaker Card" to address the Committee on any item on the agenda prior to the Committee taking action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments on other matters not appearing on the Agenda that are within the Outreach Committee's subject matter jurisdiction will be heard during the General Public Comment period.

**THE AMERICAN WITH DISABILITIES ACT** – 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. Sign language interpreters, assistive listening devices, and other auxiliary aids/or services may be provided upon request. If you require language translation services and to ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (818) 756-8523.

**PUBLIC ACCESS OF RECORDS** – 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.prnc.org](http://www.prnc.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the PRNC Secretary, Gabriel Khanlian at [GabrielKhanlian@PRNC.org](mailto:GabrielKhanlian@PRNC.org).

Our posting location is at **11280 Corbin Avenue, Northridge, CA 91326** on a bulletin board facing Corbin Street that is available 24 hours a day.

A member of the public can send an email to all the PRNC Board members at [board@PRNC.org](mailto:board@PRNC.org), or can leave us a voicemail message at **818-217-0279**. The PRNC website is at: [www.prnc.org](http://www.prnc.org).

For information on the PRNC process for Board action reconsideration, stakeholder grievance policy, or any other procedural matter related to this Council, please consult the PRNC Bylaws. The PRNC bylaws are available on our website at [www.prnc.org](http://www.prnc.org).



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1. Jennifer called the meeting to order at 6:15 pm & Everyone stood for the Pledge of Allegiance
2. Welcome to the 2nd outreach committee meeting, Jennifer took roll call: Jennifer, Krissy, Jason, Alex  
Absent- Sandi  
Quorum was established (which is 3 because the committee is 5)  
There were no stakeholders in attendance
3. Jennifer reiterated the purpose of committee: advisory committee for the board of directors of the PRNC. Reminded members to be respectful & adhere to the "one mic" forum, no interrupting - raise your hand if you'd like to contribute.
4. Jennifer made a motion to approve the minutes from the October 13, 2016 Outreach Committee Meeting, Krissy seconded the motion & the minutes were unanimously approved.
5. Discussion of old business included the Holiday Party; what worked and what improvements could be made for the next party. Committee agreed the party should be held separately from the board meeting. We thought at the party, every board member could be introduced to stakeholders and they could talk about what committee(s) they oversee and what their committee does. Personal invitations to State & City officials should be made for the next holiday party.
6. Discussion regarding purchase of items approved by the board. Accounts have been unfrozen & we are ready to purchase. The following is what we've been approved to spend & who is going to coordinate. Committee member in charge of item will forward invoice to Jennifer so that she can coordinate payment with board Treasurer.
  - **SD card for camera** Up to \$50; Jennifer handling
  - **Banners** (Up to \$400 - we can get 2-3 banners) One w/ just PRNC Logo & City Seal; One that says "PRNC Proudly Sponsors this Event" & One that says I "heart" PR) Krissy handling
  - **Table cloths**, (Up to \$140 - 4 Tablecloths @ \$35 ea) 2 blue & 2 red; Krissy handling
  - **Polo shirts** (Up to \$500 - all new polos for every board member) Jason handling
  - **Facebook Boost** - trial for boosting posts for \$30 for one month, to see how many additional people we can get to join/like the page. Jennifer handling
7. Discussion and recommendation of additional items PRNC should consider acquiring for Outreach purposes:
  - 2 Pop-Up tents (one that has our PRNC name & Logo and one that is plain.) Krissy is researching the pop-up cost.
  - Name tags for Volunteers that simply say "PRNC Volunteer" which we would only pass out to volunteers at our events & collect after the event so they could be re-used. The reason for this is at the



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events we have volunteers and it's important for stakeholders to know whether someone is a board member or a volunteer.

- 100 Promo Hats that say "I Heart PR" (to be given to volunteers at events)
- 100 Promo Shorts that say "I Heart PR" (to be given to volunteers at events)

These promo items will increase our visibility in the community, boost community morale & serve as outreach tools.

8. New Business:

- Discussion of the newly added "Community Events" portion of the website
  - Must be a PR event sponsored by a non-profit, free to the public & not affiliated with any religious organization.
- Discussion regarding outreach events for 2017 (year ends in June when the boards fiscal year closes.) Many stakeholders in PR are frustrated with the bad press our wonderful community has been receiving of late. We want to boost morale & give people some things to look forward to!
  - Earth Day. (April 22nd) Beautification Committee (taking lead) and Outreach Committee to work together. Street cleaning, (a traveling / walking Community Clean Up tour to end at Holleigh Berenson Park where there will be refreshments and entertainment; Family friendly.)
    - Beautification to write up motion for board after they meet later this month; Outreach / Jen to coordinate with CD 12 office re: permits, etc.
  - Summer Kick-Off Concert in the Park (June 18th 2pm - 5pm; Budget \$5-6K?)
    - Jen to write up motion; Beginning planning stages, reach out to CD 12, maybe some sponsorships as well.
- Discussion of having several "seasoned" stake holders serve as the "welcoming" committee of sorts at board meetings to welcome new stakeholders and explain how things work.
- Discussion & recommendation for creating survey for Outreach to find out what stakeholders are concerned about, the vision they have for their community, their concerns, what events they would like to see, best methods of communication, etc. Jen will look into seeing about Constant Contact & whether or not we can imbed a survey right into the email. We don't like the idea of having people "click" a link.
- Discussion about finding out who is in charge of the HOA Presidents Meeting and reaching out to them so that the HOA's can share information about PRNC meetings / events w/ their HOA's
- Discussion about Robo-Calls - people say they are still getting robe-called and we need to investigate.

9. Jennifer adjourned the meeting at 7:30

PRNC **PORTER RANCH**  
neighborhood council



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