

CITYWIDE CONGRESS OF NEIGHBORHOOD COUNCILS

September 22, 2012

PLANNING MEETING AGENDA

(Includes notes from prior committee meeting)

Saturday, July 14, 2012, 12:45 PM

Ensenada Restaurant

517 S. Spring Street, Los Angeles, CA 90013 Restaurant Phone: (213) 489-2950

NOTE: IN ADVANCE OF THIS MEETING IS THE PLANCHECKNCLA MEETING AT THE COMMUNITY EXCHANGE – FOR INFO ON THEIR MEETING GO TO WWW.PLANCHECKNCLA.COM

“PLEASE RSVP THAT YOU WILL ATTEND THIS MEETING SO WE CAN LET THE RESTAURANT KNOW. EVERYONE IS WELCOME. COST ESTIMATE \$5 AND UP.

1. Welcome and Sign-In
2. Congress Workshops & Program for Congress Day – *Tony Wilkinson / Ivan Spiegel / Heinrich Keifer*
 - a. Online Survey Results
 - b. Opening Session Structure (incl Roll Call, Dignitaries, Time Schedule)
 - c. Workshop Topics – Time Schedule - Coordinators – Description - Handouts
 - d. Action Session – Time Schedule
3. Vendor Tables – *Marlene Savage*
4. Fundraising

SCHEDULE NEXT MEETING

Adjourn.

FEBRUARY 2012 – MAY 19, 2012

Prior Planning Meeting Accomplishments / Decisions – We will focus on answering any questions in this list, not changing decisions already completed. We will add new accomplishments to this list.

Key Assignments / Co-Chairs: Workshops – Tony Wilkinson; **Vendors** – Marlene Savage; **Catering / Food** – Jay Handal; **Fundraising NCs** – Randy Waller; **Website/PR/Media** – Enci Box; **City Hall Logistics** – DONE staff. These co-chairs will work outside the committee on their tasks and report in at committee meetings til complete. Goal is to have less cross-over in key areas by same committee members. Still have tasks/key assignments to fill with volunteers ! Also, looking for a Note Taker/Admin Assist. for our committee meetings.

Outreach/PR/Media/Congress Website – Enci Box

Video Filming 2012 sessions – Russell Brown to check with Skid Row Photography Club

Surveys from 2011

Budget for 2012 & NC Fundraising Updates

Stay within 2011 budget

Randy Waller has commitments for NC funds toward 2012

Budget - Resolution for NC support – DONE distribute to NCs. Note: Due to Elections, DONE staff will be limited so we are doing as much ground work as possible and following 2011 structure.

Yes, we need outside NC fundraising and City Department support for costs – Congress Planning Committee will reach out to Walmart to help fund Congress costs as they did last year (catering). Also ask if they have Walmart volunteers to help with set-up. Committee will reach out to City Departments for other GiveAway contributions.

DONE staff has paid most up front costs from voted NC funds from 2011-12 FY funds. Next payments to make are to the caterer.

Vendor Tables – Marlene Savage will chair

Same set up as 2011

Registration – Randy Waller will chair

Use Constant Contact Event registration program that has a reply back with detail and workshop sign up for each attendee (work with Enci Box). Constant Contact is already in use for NC leader outreach

Logistics – DONE Staff

Same set up details as last year, same vendors, same everything

Catering – Jay Handal to chair

quote from 2011 caterer – decide if OK and then get funding going

8. Congress Location: All same as 2011 -- City Hall

9. Workshops – Tony Wilkinson, Chair

10. Volunteers – Walmart volunteers, other ?