

CITY OF LOS ANGELES  
CALIFORNIA

Ad Hoc Election Preparation  
Committee

CHAIR                      VICE CHAIR  
Eric Lace                  Dwight Burgess

MEMBERS

Marilyn Robinson  
Nalini Raja  
JJ Popowich



WINNETKA  
NEIGHBORHOOD  
COUNCIL

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**WINNETKA NEIGHBORHOOD COUNCIL**

**AD HOC ELECTION PREPARATION COMMITTEE SPECIAL MEETING AGENDA**

Friday, April 29, 2005 – 6:30 PM  
Valley Village  
20830 Sherman Way, Winnetka, CA 91306

From:                      JJ Popowich  
To:                         WNC Board Members, Public  
Re:                         WNC Ad Hoc Election Preparation Committee Meeting Minutes for 4/29/05

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1. Call to Order and Committee Members Roll Call.

Mr. Lace, Ms. Robinson, Mr. Burgess, Mr. Popowich

2. Minutes approved with no objections.

3. Discussion and possible action on setting up our new 2005 new elections. This may include choosing an independent administrator, a new final arbitrator, setting an election date, planning outreach, revising the election procedures, and other items pertaining to creating a plan for our new elections.

- 3.1. Ms. Robinson said she spoke to Mr. Fitzgerald and it's ok to change the election administrator and he recommended the League of Women Voters. She said that he also recommended that we have at least one forum to fulfill our contract with the community. She also discussed the ballot with Mr. Fitzgerald and he said that the ballot would have to remain the same, but if our Election Procedures called for write in's then they would have to be allowed for this as well.

She went on to say that if we have a forum we can keep or change the facilitator. However, she said that it's best to keep as much as possible.

Ms. Robinson also checked on election places. She said that St. Joseph's The Worker can not commit because they have a new priest coming in. She spoke to Winnetka Park and they refused on the grounds that they have a day care there. As for Canoga Park Bowl she confirmed with the owner that believes the room will be available and would like for us to have it there as everyone knows where it is. He does not believe this construction will be a problem.

- 3.2. Mr. Lace said that it sounds good. We can always resort to a tent. He asked if we were at a point to make changes based on Marilyn's report. He suggested we choose the League of Women Voters as the IEA.

- 3.3. The group commented that it's the best thing.

- 3.4. Mr. Lace made the following motion:

***“WNC-ADH-042905-1: The WNC Ad Hoc Election Preparation Committee would like to modify the Election Procedures to appoint the League of Women Voters as our Independent Administrator.”***

- 3.5. Mr. Popowich seconded.

- 3.6. The motion passed 4-0.

3.7. Mr. Lace brought up the candidate forums. He asked if we should have one or more and if we should think about it near the last few weeks of the election.

3.7.1. Ms. Robinson noted that we had several in our last election. The last being two weeks prior.

3.7.2. Mr. Lace said then maybe we should do it two weeks prior to the election.

3.7.3. Mr. Popowich asked if we are dead set on only one forum.

3.7.4. Mr. Lace said that he thinks so.

3.7.5. The group then looked at various dates on the calendar and discussed when it should be held.

3.8. Mr. Lace made the following motion:

**“WNC-ADEC-42905-2: We move that we will set our single forum on July 13, 2005 at Valley Village.”**

3.9. Mr. Burgess said we could possibly do one in late June.

3.9.1. Mr. Popowich said that we can't make the assumption that those from the last group of voters will come again. There is a lot of disgust with what happened.

3.9.2. Ms. Robinson said that having the forum here, even during the week, didn't get a lot of folks out here and it was a bit disheartening.

3.9.3. Mr. Lace said maybe it will be more with more outreach.

3.9.4. Ms. Robinson said that it was the same group of people that was candidates only. We just didn't get a lot of buy in.

3.9.5. Mr. Popowich said that the last time around we didn't do a lot of outreach, just the one flyer.

3.9.6. Mr. Lace said that that the next flyer will be elections only.

**“WNC-ADEC-42905-3: We move that the Outreach via newsletter should be an election flyer only.”**

3.9.7. Ms. Robinson seconded the motion.

3.9.8. The motion was approved 4-0.

3.10. Mr. Burgess brought up the Facilitator issue and whether we are changing that.

3.11. Mr. Lace said we can do that and we can ask Jerry to that as well.

3.12. Mr. Lace made the following motion:

***“WNC-ADEC-42905-4: The ADEC recommends changing the Election Procedure to appoint, Mr. Jerry Kvasnicka, as Facilitator for any candidates forum.”***

3.12.1. Mr. Burgess seconded.

3.12.2. Motion was approved 4/-0/

3.13. Mr. Lace addressed the number of forums we would have. He made the following motion:

***“WNC-ADEC-42905-5: The ADEC recommends changing the Election Procedure to show we will only have a single Candidate Forum on July 13, 2005 (pending availability of Mr. Kvasnicka from the League of Women's Voters).”***

3.13.1. Mr. Burgess again asked if we should do one more in late June.

3.13.2. Ms. Robinson said that one is enough. We are going to do a lot of outreach including a newsletter and flyers.

3.13.3. Mr. Popowich seconded the motion.

3.13.4. Motion approved 4-0.

- 3.14. Mr. Lace asked if we would be changing the times.
- 3.15. Mr. Popowich said that we should not.
- 3.16. Mr. Popowich asked if we could choose a date we would like to set as the target date for the elections. This will allow him to finish the revisions and get it set for everyone to review.
- 3.16.1. Mr. Lace made the following motion:
- “WNC-ADEC-42905-6: The ADEC recommends changing the election date be set for July 21, 2005.”**
- 3.16.2. Ms. Robinson seconded the motion.
- 3.16.3. Motion approved 4-0
- 3.17. Mr. Lace brought up the Final Arbiter.
- 3.17.1. Mr. Popowich said that he didn’t think it was necessary to change the Arbiter from the Human Relations Committee.
- 3.17.2. Mr. Burgess agreed that it wasn’t necessary.
- 3.17.3. Ms. Robinson said that she did not have a problem with them as they did fine.
- 3.17.4. Ms. Robinson asked about the line on page for stating to call for delivery instructions on candidate forms.
- 3.17.5. Mr. Popowich said that we can do that if you wish. It doesn’t matter but if we feel better we can do it. Move that we strike the entire line...
- “WNC-ADEC-42905-7: The ADEC recommends changing the Election Procedure to remove the line about the delivery instructions on candidate forms.”**
- 3.17.6. Ms. Robinson seconded.
- 3.17.7. Motion was passed 4-0
- 3.18. Mr. Burgess brought up the issue of the date on page four the paragraph that states...After February 17, 2005....” He asked if we want to change that date since it applies to write ins.
- 3.18.1. Mr. Lace reviewed the paragraph and a discussion ensued on whether this was something that needed to be changed.
- 3.18.2. It was decided that the date should be changed since Mr. Fitzgerald had stated that write ins are allowed.
- 3.18.3. Mr. Lace moved that we change that paragraph to include the new date.
- “WNC-ADEC-42905-7: The ADEC recommends changing the Election Procedure to change the date on page four in regards to write in candidates to reflect the new date.”**
- 3.18.4. Mr. Popowich seconded.
- 3.18.5. Motion passed 4-0.
- 3.19. Mr. Popowich pointed out that we have to change the name on Lily’s Restaurant under the posting places. This is a new owner and new name.
- 3.19.1. The committee reviewed the final pages and noted that only one more possible change may need to be made on Page 9, once we verify the fax number for the Final Arbiter.
- 3.19.2. Mr. Lace asked Ms. Robinson to verify the fax number is correct.
- 3.19.3. Mr. Popowich pointed out that this number was the one he had faxed his challenge to and since it was apparently not recognized it may be wrong.

3.19.4. Ms. Robinson said she will call Mr. Fitzgerald to verify it.

3.20. Mr. Popowich made a motion to allow him to set a final date for the election if July 21<sup>st</sup> is not available, so long as that date is in July.

**“WNC-ADEC-42905-8: The ADEC moves that Mr. Popowich will be directed to request July 21<sup>st</sup> as the election date, but will be able to choose another date in July if that date is not available.”**

3.20.1. Ms. Robinson seconded.

3.20.2. Motion passed 4-0.

3.21. Ms. Robinson said hat Mr. Fitzgerald is available on Wednesday, May 11, 2005.

3.21.1. Mr. Lace brought up the fact that we still have to get this before the Election Committee as well as the WNC Board. We are pressed for time.

3.21.2. A discussion ensued about the dates that we would need to go through to get this approved and allow for enough time to do outreach. It was noted that if Mr. Fitzgerald meets with us on May 11<sup>th</sup>, the next Board meeting is June 14<sup>th</sup>. So the Election Committee would need to meet prior to the June 14<sup>th</sup> date to hear and approve the revisions.

3.21.3. Mr. Lace noted that would leave us with one month to the first candidates forum and asked if that would be enough time to do Outreach.

3.21.4. Ms. Robinson said that we can get the Outreach ready to go between the meetings and this will get done quickly.

3.21.5. Mr. Lace noted that this is going to be tight but we can do it.

3.21.6. Ms. Robinson said that we can get this done if we show strength.

3.21.7. Mr. Lace asked if we can schedule a tentative meeting on May 11<sup>th</sup>.

3.21.8. Ms. Robinson said that would work as Mr. Fitzgerald will be there.

3.21.9. Mr. Popowich said that we can do that.

3.22. Mr. Lace noted that we should start planning some outreach for both the forum and the election.

3.22.1. Ms. Robinson said that a newsletter needs to be done.

3.22.2. Mr. Burgess said that’s for dates and a place for voting.

3.22.3. Mr. Popowich said the newsletter would be the same as the election version. He pulled up the newsletter and reviewed. He pointed out that if we do the same newsletter we would have to open it up to allow all the other candidates who did not submit a bio to add a bio. That would mean we would have to open up the number of pages to allow for the additional bios.

3.23. Ms. Robinson proposed the following motion:

**“WNC-ADEC-42905-9: The WNC will increase the number of pages in the flyer to be expanded as needed to accommodate 150 words of bio for those candidates who were not included in the original election flyer. This includes allocating the necessary funds to cover increased printing and mailing costs.”**

3.23.1. Mr. Lace asked if we want to allow the candidates already in there to change their bio.

3.23.1.1. Mr. Burgess said that he doesn’t think it’s necessary.

3.23.1.2. Mr. Popowich said that there really isn’t any reason not to allow them not to change it. The only issue is that we have to build that time into our plan so that they have time to change.

3.23.1.3. Mr. Lace said that he thinks we should to make sure it’s as fair as we can and there are no problems. Mr. Lace asked if she would amend her motion.

3.23.1.4. Mr. Robinson said that whatever is there can stay. It's not likely to make any difference. We really don't need to change it and I would prefer not to amend the motion.

3.23.1.5. Mr. Burgess seconded the motion.

3.23.1.6. The motion passed 4-0.

3.24. Mr. Popowich asked to set dates for each step of the newsletter process.

3.24.1. Mr. Lace said that based on the belief that the Board approves it on June 14<sup>th</sup>.

3.24.2. Mr. Popowich said that based on previous experience we want to have the Election Flyer completed and to the printer two weeks before the mailing date. He also said that the mailing date should be one week prior to the event (whether that be the election or forum).

3.24.3. Mr. Lace said it should go out one week prior to the forum.

3.24.4. Mr. Popowich noted that June 22<sup>nd</sup> would be the date we want to have the flyer completed, with a mailing date July 6<sup>th</sup>. He made the following motion.

**“WNC-ADEC-42905-10: The ADEC will distribute an election flyer on or around July 6<sup>th</sup>.”**

3.24.5. Ms. Robinson seconded the motion.

3.24.6. Motion approved.

3.25. Mr. Popowich asked if we want to do any mailings between the Flyer and the election.

3.25.1. Mr. Lace said we'll have done enough.

3.26. Mr. Popowich brought up the web site and asked whether we wanted to again provide a candidates page for every candidate as we did last time.

3.26.1. Ms. Robinson said yes. She feels it's a wonderful idea and we can refer to it in the newsletter. It's one of the best types of outreach.

3.26.2. Mr. Lace agreed.

3.26.3. Mr. Burgess agreed.

3.27. Mr. Lace asked if we needed additional advertising in other venues. For example the Penny Saver.

3.27.1. Mr. Burgess said that the more exposure the better.

3.27.2. Ms. Robinson asked what the cost is.

3.27.3. Mr. Lace said it was \$200 for a page or \$600 for a flyer. He said that the Penny Saver stated that the flyer is more effective because people will see it.

3.27.4. Mr. Popowich asked how many it reaches.

3.27.5. Mr. Burgess noted that it's cheaper than a newsletter.

3.27.6. Mr. Popowich asked if the cost of the flyer includes the cost of printing.

3.27.7. Mr. Lace said printing is additional.

3.27.8. Based on our mailing list that we have it would cost us about \$1600.00 more.

3.27.9. Ms. Robinson said that we would have to find out how many they mail to, to find the cost.

3.27.10. Mr. Lace said that he will look into it and find out how many homes they deliver and whether the flyer is one or two sided.

3.27.11. Ms. Robinson said that when she gets something with a flyer sticking out she looks at it, but not the whole Penny Saver

3.27.12. Mr. Lace said that when he did flyers for the school they did a study and yellow was the most recognized and remembered flyers.

4. Adjournment