



**Doug Fitzsimmons**  
President

**Brian Kite**  
Vice-President

**Gerald Chavarria**  
Secretary

**Terrence Gomes**  
Treasurer

# Executive Committee Agenda

## Special meeting of Committee Chairs

**Tuesday, March 29, 2011, 7:00pm**

*Meetings end at 8:30pm unless the committee votes to end earlier or extend the time*

Robertson Recreation Center

1641 Preuss Rd., Los Angeles, CA 90035

Corner of Robertson and Airdrome

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### I. Call to Order & Roll Call

- a. Vote to include Committee Chairs as voting members for this meeting

### II. General Public Comment

### III. New Business

- a. New committee requirements
  - i. Establishing voting members and committee composition
  - ii. Attendance
  - iii. Minutes
- b. Effective committees and encouraging participation
- c. Defining your committee charter
- d. Communications
  - i. Responsibilities
  - ii. Brand guidelines
  - iii. Posting to the website and outbound email
  - iv. Editorial policy
  - v. Social networking
- e. Funding priorities and available balance for FY 2010-11

### IV. Old Business

### V. Adjournment

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### Notes:

*Special thanks to our official posting locations:*

Demers & Associates, The Robertson Blvd Library, The Robertson Recreation Center, The Office of Councilmember Paul Koretz, Malcolm Brown Insurance Co., Hamilton High School, and the SORO NC and DONE websites.

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 our website ([soronc.org](http://soronc.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 us via phone at (310) 295-9920 or via email at [info@soronc.org](mailto:info@soronc.org).

Translators, sign language interpreters, assistive listening devices for the hard of hearing and/or other auxiliary aids/services are available upon request. To ensure the availability of services, please make your request at least three (3) working days before the scheduled date. If you have any questions regarding this notice, please call (213) 485-1360.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 485-1360.

**South Robertson  
Neighborhoods Council**

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