

**MINUTES OF THE REGULAR MEETING
NORWALK COMMUNITY PROMOTION COMMISSION
August 14, 2017**

Chair Ang called the meeting to order at 6:05 p.m. in Conference Room #4 of City Hall. Responding to roll call were Commissioners Forsythe, Garamoni and Sanchez. Also present were Commission Liaison Vickie Yoshikawa and Commission Secretary Margie Reyes.

APPROVAL OF MINUTES

Commissioner Forsythe made a motion and Commissioner Garamoni seconded the motion to approve the minutes of July 10, 2017. **There being no objection, the motion carried.**

OLD BUSINESS

Appreciation Luncheon

Liaison Yoshikawa reported that event flyers were distributed to the local CHP office, Norwalk Sheriff's Station and local fire stations as well as the Public Safety department. Ms. Yoshikawa gave an overview of the approved budget for the Appreciation Luncheon and shared a copy of the caterer's menu and invoice selected for the event, stating that it would be full service with food being barbecued on site for guests. Ms. Yoshikawa and commissioners discussed the possibility of having a beignet food truck on site to provide dessert and Commissioner Garamoni suggested contacting the "Ragin Cajun" truck.

Ms. Yoshikawa and commissioners discussed the opportunity drawing prizes and agreed on a total of 20 prizes. Commissioner Forsythe reported that he would be making a streaming box donation as a prize for the event.

Ms. Yoshikawa reported on the cost of a professional photo booth for 1½ hours and commissioners agreed this would be appropriate.

The commission also discussed sound for music and Chair introduction and announcement of opportunity prize winners, which would be provided by the City's cable department. Table décor was finalized and Commissioners agreed to be onsite to assist with event set up on the day of the event by 9:30 a.m.

Commission Budget and Shirts

Liaison Yoshikawa informed the Commission that the proposed Community Promotion Commission budget was approved by Council, including costs for the three programs:

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Home and Business Beautification Contest, Appreciation Luncheon and Holiday Home Décor Contest. She gave an overview of the funds allocated for each program for Fiscal year 2017-2018.

Liaison Yoshikawa distributed the Community Promotion Commission shirts to each commissioner, asking for a quick review for correct name spelling, commissioner Garamoni noticed a misspelled word in the commission name. Ms. Yoshikawa collected the shirts and will contact the vendor regarding mistake and will get new shirts printed by August 30 so commissioners can wear their shirts at the Appreciation Luncheon event.

“City Song”

Liaison Yoshikawa informed the commission that she had spoken to the All City Band Director, Frank Hinojuz, and he offered a couple of options for recording the song. Commissioners discussed parameters of the project in brief, such as recording location options and potential participants. Ms. Yoshikawa informed the commission that she would work on bringing elements together for a rough draft report that the commission could use for further discussion. Chair Ang agreed to make contact with the Norwalk- La Mirada School District and report at the next meeting.

NEW BUSINESS

Election of Officers

Chair Ang called for nominations for Vice Chair. A motion was made by Commissioner Forsythe to nominate Commissioner Sanchez as Vice Chair. Commissioner Garamoni seconded the motion. **MOTION CARRIED BY THE FOLLOWING VOTE:**

AYES: Chair Ang, Commissioners Forsythe, Garamoni and Sanchez

NOES: None

ABSENT: None

Chair Ang called for nominations for the position of Commission Chair for the next year. A motion was made by Commissioner Sanchez to nominate Commissioner Garamoni as Chair. Chair Ang seconded the motion. **MOTION CARRIED BY THE FOLLOWING VOTE:**

VOTE:

AYES: Chair Ang, Commissioners Forsythe, Garamoni and Sanchez

NOES: None

ABSENT: None

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STAFF COMMENTS

Liaison Yoshikawa shared the Social Media Analytics report for the period of July to August 2017 giving statistics on the City's website including the five accounts: Facebook, YouTube, Flickr, Twitter and Instagram. She advised commission she will look into the signage posting at events where attendees will be recorded/photographed.

COMMISSIONER'S COMMENTS

Commissioner Sanchez reported on his attendance at two of the summer concerts, mentioning that the attendance was extremely high at both events, and that the events were fun and successful.

Commissioner Forsythe indicated he would like to see the new City logo in the home page of the City's website. Liaison Yoshikawa explained that the home page template does not allow for content change by user on any element except the photo slideshow. In order to replace the current City seal with the new City logo the website developer would need to perform work, with a charge allotted. Liaison Yoshikawa has been in touch with the account manager and is waiting to hear what the costs will be. In the meantime, Commissioner Forsythe requested that the logo be used as one of the photo slideshow images. Staff will follow up on this recommendation.

Commissioner Forsythe inquired about a "meet and greet" with other commissioners to get to know others in the community serving the City. Commissioners discussed a possible informal event with a date and time amiable to all commissioners, possibly at the Norwalk Arts & Sports Complex. Liaison Yoshikawa will do further research on dates and other details and report at the next meeting.

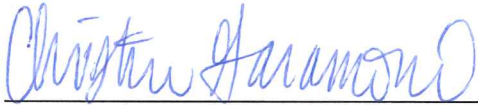
Commissioner Forsythe reported on the community garden located at the 105 and Studebaker. He has made contact and discussed the site with a church representative, who indicated that the space is in need of significant work, but can be a viable growth area. Commissioners Forsythe and Garamoni will visit the site and report at the next meeting. The City will promote the opportunity when more information is available.

Commissioners inquired about the Commission Promotion Commission's Mission Statement, indicating that they would like to have one in place. Liaison Yoshikawa will check with the City Clerk's office regarding procedure and will report at the next meeting.

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ADJOURNMENT

There being no further business, the meeting was adjourned at 7:58 p.m.



Christina Garamoni, Chair
Community Promotion Commission