

**ENERGY & ENVIRONMENT COMMITTEE
TARZANA NEIGHBORHOOD COUNCIL
MINUTES**

**Wednesday, February 12, 2014
Tarzana Community Cultural Center
19130 Ventura Blvd., Tarzana 91356**

1. **Call to Order** at 2:10 PM by Energy & Environment Committee Interim Chair Terry Saucier.
2. **Appointment of Committee Members** – David Garfinkle was appointed as an Energy & Environment Committee member.

Committee Members Present - Becky Diaz, David Garfinkle, Terry Saucier, Diana Williams

Committee Members Absent - Pam Nears

Guests - Kelly Beder, Kathy Delle Donne, Warren Holden, Paul Lawler, Denyse Selesnick

3. **Public Comments** – None

For clarification items 4-11 and 13 were each amended from ...”Outreach Budget”... to ...“Outreach Earth Day Budget”...

4. **Poster Paper** – (Terry Saucier/Diana Williams) moved, “Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$725.00 be allocated from the Outreach Earth Day budget for the purchase of poster paper. Based on a projected cost of 70 plus pads of watercolor paper at \$8.39 per pad at Office Depot (item #344349). The motion carried.
5. **Poster Labels** – (Terry Saucier/David Garfinkle) moved, “Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$200 be allocated from the Outreach Earth Day budget for the purchase of labels. Based on a projected cost of 19 plus packages of Avery 4” x 6” labels (40 per pack) at \$8.99 package at Office Depot (item #112771).” The motion carried.
6. **Banners** – (Terry Saucier/David Garfinkle) moved, “Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$225 be allocated from the Outreach Earth Day budget for the purchase of banners. Based on last year’s cost of \$214.73.” The motion carried.
7. **Award Certificates** – (Terry Saucier/Diana Williams) moved, “Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$70 be allocated from the Outreach Earth Day budget for the purchase of parchment specialty paper. Based on a projected cost of 2 boxes of parchment paper 8 ½”x 11” ivory, 500 per box at Office Depot (item #388681).” **Discussion** – D.Selsnick asked if the certificates would be given to student award winners at a General TNC Board Meeting, similar to last year. The answer was yes. The motion carried.
8. **Flyers** – (Terry Saucier/David Garfinkle) moved, “Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$750 be allocated from the Outreach Earth Day budget for the purchase of flyers. Based on last year’s cost for fewer flyers of \$639.29 at Fast Signs.” Discussion D.Selsnick and D.Williams mentioned they may be able to get cheaper pricing.” The motion carried.

9. **Poster Hanging Supplies** – (Terry Saucier/Diana Williams) moved, “Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$150 be allocated from the Outreach Earth Day budget for the purchase of tapes and markers. Based on last year’s cost of \$48.06 at Target for hanging 400 pieces of art and this year’s projected number of 1,180 posters.” The motion carried.
10. **Poster Hanging Supplies** – (Terry Saucier/Diana Williams) moved, “Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$100 be allocated from the Outreach Earth Day budget for the purchase of twist ties. Based on last year’s cost of \$28.74 at Home Depot for hanging 400 pieces of art and this year’s projected number of 1,180 posters.” The motion carried.
11. **Award Ribbons (1st place, 2nd place, 3rd place)** – (Terry Saucier/David Garfinkle) moved, “Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$200 be allocated from the Outreach Earth Day budget for the purchase of award ribbons. Based on last year’s cost of \$97.63 at World’s Greatest Prom. Stuff for 4 schools (1st, 2nd, 3rd place ribbons for each grade level, plus Grand Prize ribbon, Honorable Mention ribbons) and this year’s participation of 5 schools with more grade levels.” The motion carried.
12. **Art Grants** – The Art Grant motion was amended and passed as follows: (Terry Saucier/Diana Williams) moved, “Resolved that the Energy and Environment Committee recommends to the Tarzana Neighborhood Council Board that a Neighborhood Purpose Grant (NPG) not to exceed \$1,250 be granted to the Woodland Hills - Tarzana Chamber of Commerce Community Benefit Foundation for the purpose of giving each school, who participates in the Earth Day Poster Contest, up to \$250 of art supplies for the students.” The motion carried
13. **Award Ceremony Attendees** – (Terry Saucier/Diana Williams) moved, “Resolved that the E&E Committee recommends to the TNC Board that an amount not to exceed \$50 be allocated from the Outreach Earth Day budget for the award ceremony participants. Based on attendance at last year’s event and costs at Vons for cookies, and similar items.” The motion carried.
14. **Discussion of Earth Day** to be held on Saturday, April 12 from 10 A.M. to 3 P.M. at the Tarzana Community Cultural Center, Vanalden and Ventura. Earth Day activities were discussed as follows:
 - **Poster Contest** – This year’s theme “It Takes a Village to Grow a Garden,” was chosen to encourage parents and the community to become involved in their local school garden projects. Five schools are participating this year: Nestle Avenue Elementary Charter School, Wilbur Elementary School, Tarzana Elementary School, Portola Middle School and Sherman Oaks Center for Enriched Studies. More than 1,180 students are expected to participate. Next Steps: approve the budget, purchase supplies and provide to the schools. There will be 3 grand prize winners. Terry Saucier and David Garfinkle are meeting with Fleet Street a non-profit at the Pacific Boy’s Lodge to discuss the donation of bikes and event participation. Awards and prizes for 1st, 2nd and 3rd place finishers as well as the Honorable mention winner will also need to be secured. Terry will contact 11/11 Art Gallery and Arts Council to determine possibility of their providing artist judges.
 - **Booths** – Restaurants will be approached for taste testings. Earth day friendly vendors, educational booths i.e, Sierra Club, Audubon Society, and kids’ Activities. The Chamber of Commerce will handle most of the outreach to vendors, restaurants, and non-profits. They will update the forms provided to the vendors and non-profits, update the google doc link and share with committee members. They will look into other opportunities such as solar companies. Deanna Scott of TNC will approach vegetarian and vegan restaurants as well as animal welfare organizations, the Chamber will forward the forms to her and Joyce Greene, who will approach the DWP.

- **Volunteers** – Kelly Beder will look into Taft High School organizations: Key Club, Valley Key Club and Knights and Ladies to determine availability of volunteer help week of Earth Day to help with prepping the Poster Art, Friday, 4/11 to hang the art and Saturday, 4/12 to help with general event activities and taking down of the art. Other possible volunteer organizations to approach may include: Big Sunday volunteers, Boy Scouts, Police cadets
- **Entertainment** – Chamber will contact Mark Sterling about being the event M.C., contacting dignitaries to recognize the poster art winners (i.e., Councilman Blumenfeld, Senator Pavley, Mayor Eric Garcetti). Diana Williams recommended scheduling the dignitaries later in the program, i.e., 1:30 PM. The current schedule is 9-10 A.M. vendors set-up, 10-10:30 A.M. Zumba, 10:30-11:30 A.M. Free Pancake breakfast, 10:30 – 2:30 P.M. Entertainment, 1:30-2 PM Dignitaries, 12:30-2 PM free restaurant tastings. Chamber and TNC will research and coordinate entertainment opportunities.
- **Kid’s Activities** – Chamber and E&E committee are researching opportunities similar to last year, i.e., inflatable obstacle course, rock-climbing wall, art drawing area, kids’ game booth, face painting.
- **Set-Up**
 - Tables/Chairs: The Chamber will coordinate
 - Reusable TNC bags – need to verify if there are bags left over from last year and if so how many
- **Outreach/Flyers/etc.**
 - Flyers: Chamber and E&E will work together to maximize media/public outreach including providing flyers to schools, at the chamber and chamber functions, libraries, school offices and bulletin boards.
 - School Outreach: The E&E committee will coordinate parent e-blasts with participating schools and other local schools.
 - TNC and E&E Websites: will post flyers and information on their websites and share the information with their membership. TNC will consider including information in their April Newsletter.
 - Social media: Becky Diaz will oversee social media outreach including day of postings
 - Banner: Will create a new banner to post on TCCC fence as well as change the date on the old banner to post on the back fence near IHOP parking
 - Press release: E&E will work with TNC Outreach to maximize calendar and day of media coverage

15. **Committee Member Comment** – None

16. **Future Agenda Items and other Calendar Events** – Next meeting will be held on Wednesday, February 26, 10 A.M., at the Woodland Hills-Tarzana Chamber of Commerce located at The Promenade Mall at 6100 Topanga Canyon Blvd., Woodland Hills, CA 91364

17. **Adjournment** – at 3:16 P.M. Minutes by Terry Saucier.