



Officers

DEBRA GEORGE
President

VICTORIA MILLER
Vice President

SCOTT H LINDEN
Secretary

PATRICIA BATES
Treasurer

GLENN BAILEY
Sergeant at Arms

NOTICE AND AGENDA

ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE MEETING

Tuesday, June 14, 2016 @6:00pm Meeting

**Encino Women's Club Kitchen
4924 Paso Robles Ave., Encino CA 91316**

Motion, Discussion, and Vote may be taken on all items

1. Call to Order. Roll call; determination of quorum.

2. Approval of May 17th meeting minutes

3. Officer's Reports:

A. President's Report – Activities Update, Community Reports, PRA received

B. Sergeant-at-Arm's Report –

(1) Applications for open positions on the Encino Neighborhood Council

(2) Roster - Ethics, Funding, Code of Conduct

C. Vice-President's Report – Committee Chairs and membership, attendance and absences

D. Secretary's Report – Completion of meeting minutes

E. Treasurer's Report –

(1) Update - ENC Account and cash flow.

(2) April and May 2016 Monthly Expenditure Reports (MER)

(3) Proposed 2016/2017 FY budget

(4) Updates on school grants

(5) Outstanding obligations, NPGs, etc

(6) SFV Audubon funding conflict of interest

4. Old Business - Review

- (1) \$500 for the purchase of office supplies including a paper shredder and printer toner.
- (2) \$1500 for the update of the Encino Neighborhood Council website. Update will bring website up to EmpowerLA standards including the ability to view on mobile devices.
- (3) Staffing
- (4) Valley Preparedness Fair NPG for \$850
- (5) 2016 Congress of Neighborhoods funding not to exceed \$1,000
- (6) 2016 EmpowerLA Awards event funding not to exceed \$250
- (7) CIS Authorizations
- (8) Up to \$4,000 for the purchase of padded folding chairs for the Community Center
- (9) Purchase of window coverings for the Community Center

5. New Business:

- (1) FoLAR NPG for \$750 LA River Clean Up 2016
- (2) Up to \$1,000 for the purchase of a new computer and software for ENC
- (3) Up to \$750 for the purchase of copy paper, toner, and other office supplies from Office Depot
- (4) Up to \$300 for printing and cutting 500 Public Comment Cards
- (4) Up to \$250 for the purchase of children's and adult nature books for the Encino/Tarzana Library from Theodore Payne.
- (5) Meeting sign-in sheets
- (6) Review draft General Board meeting agenda

6. Public Comments on Non-Agenda Items: Limited to TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. Public is asked to fill out a speaker card and hand it to the Board's Secretary.

7. Adjournment by 6:55pm

Next Executive Committee meeting will be held on Tuesday, July 19th.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows:
glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino
Encino-Tarzana Branch Library, Encino Community Center

- www.encinonc.org
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Debra George, Board President, at [\(818\) 971-6996](tel:8189716996) or email via enc@socal.rr.com

PUBLIC ACCESS OF RECORDS – 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: [encinonc.org](http://www.encinonc.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 Debra George, Board President, at [\(818\) 971-6996](tel:8189716996) or email via enc@socal.rr.com

RECONSIDERATION AND GRIEVANCE PROCESS

For information on the ENC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ENC Bylaws. The Bylaws are available at our Board meetings and our website www.encinonc.org

SERVICIOS DE TRADUCCION

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Ernie Moscoso, Presidente de la Mesa Directiva, al [\(818\) 971-6996](tel:8189716996) o por correo electrónico enc@socal.rr.com para avisar al Concejo Vecinal."