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## **ENCINO NEIGHBORHOOD COUNCIL OUTREACH COMMITTEE MEETING**

**Monday, March 12th, 2018 @ 6:30pm**

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

**Voting Members – ENC Members:**

**Alex Garay (Chair)\*, Jim Esterle\*, Carol Levin\*, Miriam Davis\*, Chris Huckins\***

**Voting Members – Stakeholders:**

**Gail Reysa**

**Alternate Committee Members:**

**Victoria Miller\*, Lee Blumenfeld\*, Shani Hudson**

\* Indicates ENC Board Member or Alternate, no more than 5 Encino Neighborhood Council Board-Members or Alternates may be seated at a time to vote during a committee meeting

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

1. **Call to Order. Roll call; determination of quorum.**
2. **Approve minutes from February 2018 Outreach Committee meeting.**
3. **Old Business:**
  - A. Utility Boxes – Update
  - B. Neighborhood Council Workshop for Board Members – Update
  - C. Outreach Committee Mission Statement - Update
4. **New Business:**
  - A. **Egg Hunt** at Los Encinos – The Egg Hunt at Los Encinos will be on March 31<sup>st</sup> from 1pm-3pm. Who will join and help man the booth?
  - B. **Disconnect Discussion** – Internal discussion regarding the Outreach Committee, events and policies and procedures and request for funding items based on 2018 Clerk's 2018 NC Funding Program Policies and Guidelines.

- C. **11:11 Creative Collective** – At the February ENC we approved moving forward using 11:11 to assist us in completing the utility box project. A meeting request has been sent to Gurmet to host a meeting between Erin Stone from the 11:11 Collective, Gail Reysa, Outreach representation and members from Councilmember Koretz’s office. We should narrow down the list of available boxes and also look at boxes that are not on Ventura Blvd., White Oak, Balboa and Burbank Blvd are possible locations.
- D. **Neighborhood Watch Signs** – This is to request \$600 from the ENC needed by our neighborhood to purchase 15 signs for our Neighborhood Watch Program. We are located in Area 2 and the requested signs will help 164 families in Encino. The \$600 estimated cost includes the signs and set up materials (nuts and bolts). We are presenting this request to the Outreach Committee because the signs will include a note that shows the support that ENC provides to our community and this note will be part of the sign for all the years that the signs last. Please see the note at the bottom of the attached sample sign. A map with the locations for the signs and the covered area is attached. Also, we are including a sample of the sign with a size of at least 18’x24’. Finally, please consider that this request will benefit/improve the safety of at least 164 families/properties in Encino as shown in the map. The purchase of these signs will count as a positive/tangible accomplishment for the ENC in 2018. Any effort to improve the safety and security of the community is a basic goal for any civic organization. **MOTION:** The Outreach Committee is requesting \$600 to purchase 15 Neighborhood Watch signs from SafetySigns.com for the Neighborhood Watch Group in Area 2.
- E. **2018 Action Plan** – Each year we should come up with an action plan to entice stakeholders to become more involved with the ENC or join the ENC. We currently need more active ENC members. In 2017 we used, “Turn Your Voice Into Action at the ENC.” Since we will be entering an election year we need to start preparing, not only for an election, but with a new campaign to engage stakeholders. Possible ideas are: “Want To Make a Difference – Join the ENC,” or “Get Involved in Your Community.” “Ask Me How I can Make a Difference” or “Our Encino – Make a Difference with the ENC.” The tag line can be used on marketing materials and will most likely carry into the 2019 election. **Motion:** The Outreach Committee would like to use the following tag line for the 2018/2019 year.
- F. **Community Center Grand Opening** – The renovations on the community center might get completed in June. Would we be interested in hosting, perhaps with the Chamber and Community Center, a grand opening event? If we have willing participation, the event could include guest speakers, i.e, ENC Committee Chairs explain what their committees do, people from the Chamber and how important they are to Encino and a showcase on events, classes and all the different activities that the community center puts on each year. This would not be part of our regular ENC board meetings – this would be a separate event based helping showcase the newly remodeled Community Center, upgraded stage and lighting with special speakers on what each organization does. If we agree a presentation can be made to the Executive Committee to see if we can move forward showcasing the ENC, Chamber and Community Center in the renovated Community Center. We can invite Councilmember Koretz and Parks and Rec and have a ribbon cutting ceremony just prior to letting everyone in. **Motion:** The Outreach Committee would like to coordinate and Open House/Grand Opening of the Encino Community Center with the Chamber of Commerce, ENC, Councilmember Koretz, Park & Rec and the Community Center to showcase each organization.

**G. Mics for Meetings** – We should purchase two mics – these have been suggested by Jason, Voice Tracker I and Voice Tracker II from Acoustic Magic. Tracker I is \$259 and tracker II is \$360 plus \$22.75 shipping.  
**Motion:** The Outreach Committee would like to purchase 2 voice tracker microphones from Acoustic Magic in the amount of \$650.

**5. Future Outreach Projects/Events:**

A. Update/Revise the 2015 Outreach Committee Strategic Plan

**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 Committee Chair.

**7. Adjournment by 8:00pm**

**Next Outreach Committee meeting: April 2nd or April 9th?**

The Encino Neighborhood Council (ENC), is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of volunteers who are ELECTED by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

**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 per item, unless adjusted by the presiding officer of the Board or Committee.

**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, and Encino Woman's Club Room  
[www.encinonc.org](http://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 or email via [enc@socal.rr.com](mailto: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 or email via [enc@socal.rr.com](mailto: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 <http://www.encinonc.org/bylaws.ph>

#### 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 Debra George, Presidente de la Mesa Directiva, al [\(818\) 971-6996](tel:8189716996) o por correo electrónico [enc@socal.rr.com](mailto:enc@socal.rr.com) para avisar al Concejo Vecinal.