



**Officers**

**TODD RUBINSTEIN**  
President

**KATHY MOGHIMI-  
PATTERSON**  
Vice President

**ANNI KEUSSEYAN**  
Secretary

**SHARON BREWER**  
Treasurer

**SHERMAN GAMSON**  
Sergeant at Arms

**NOTICE AND AGENDA  
ENCINO NEIGHBORHOOD COUNCIL  
SPECIAL BOARD MEETING**

**Wednesday, February 11, 2015 – 6:30 p.m.**  
**Encino Community Center Auditorium,**  
**4935 Balboa Avenue, Encino Ca 91316**

[www.encinonc.org](http://www.encinonc.org)

*Email your comments and or questions to: [info@encinonc.org](mailto:info@encinonc.org)*

**MEMBERS OF THE PUBLIC WHO WISH TO ASK A QUESTION OR SPEAK UNDER PUBLIC COMMENTS ARE REQUESTED TO FILL OUT A FORM AND PROVIDE IT TO THE COUNCIL.**

**MOTION(S), DISCUSSION(S), AND A VOTE MAY BE TAKEN ON ALL ITEMS POSTED ON THE AGENDA**

**At the discretion of the President this agenda may be modified as to time slots for agenda items or speakers to accommodate changes at that time**

***NOTICE TO ALL IN ATTENDANCE: Speaker cards are available at the back of the meeting room and any personal information contained therein could be released upon a timely and valid request pursuant to the CA Public Records Act.***

- 1. Call to Order, Pledge of Allegiance, Roll Call, Excused Absences, Determination of a Quorum, Sign-in Sheet, Public Speaker Cards, Code of Civility, & Appoint Parliamentarian**
- 2. Officer's Reports:**
  - a. President's Report (1 min): New forms from DONE; voting, NPGs, MERs, etc.
  - b. Vice-President's Report (1 min): Positions available. Area 1 Alternate / At-Large Alternate / Business Alternate / Public Safety Rep and PS Committee Chair (see ENC Website for other vacancies).
  - c. Treasurer's Report (1 min): Update on Funding and ENC Finances
  - d. Secretary's Report (1 min): - Voting on funding matters
  - e. Sergeant-at-Arm's Report (1 min): Update Board members' ethics and funding training compliance.
- 3. Committee and General Action Items: (New & Old Business):**
  - a. Open Board/Alternate Positions (4 min) – At-Large Alternate, Area 1 Alternate, & Area 3 Alternate open seats. Vote to fill positions with Candidate(s).

- b. Funding or Expense Matters (5 min):
    - i. Consideration of Grant to Friends of Encino for Encino Community Center Daddy Daughter Prom on Feb 20, 2015 in the amount not to exceed \$1,500.00
    - ii. Approval of Monthly Expense report(s) (MERs) – July, August, September, October, November, December 2014 and January 2015 reports.
  - c. Education Committee (5 min) - Motion(s) passed at Education Committee Meeting Sat, Jan 17, 2015:
    - i. Eight NPG applications were read by those attending, and scored according to the rubric. Following a tally and discussion of points and availability of funds, **Motion** by Shelley Rivlin, Jean Straber second, and unanimous approval of those in attendance, including 3 committee members, to recommend that the Encino Board Meeting on January 28, allocation of \$4,957 as follows:
      - 1. \$569 - Portola MS for Printerbot Simple Kit Metal (3D)
      - 2. \$1462 - Portola MS for study of Dead Sea Scrolls at CSC
      - 3. \$1359 - Reseda SH for IDigital-Tutors, Intuos Pen & Touch Medium
      - 4. \$1000 - Encino Charter for staff First Aid/CPR Training
      - 5. \$428 - Lanai Rd for Discovery Cube admission
      - 6. \$139 - Lanai Rd. for sketch books & tempera cakes
  - d. Outreach Committee (5 min) - Motion(s) passed at Outreach Committee Meeting Wed, Jan 21, 2015:
    - i. **Motion** by Todd Rubinstein, second by Racquel Marshall-Cianci to provide a food budget for Outreach Committee Meetings in calendar year 2015 of up to \$99 per meeting not to exceed 6 remaining meetings for a total of \$594.00. Unanimous consent for approval.
4. **Public Comments: [Non-Agenda Items]** Within the “Board’s” jurisdiction are limited to **TWO MINUTES (2)** per speaker. This is a NON-DISCUSSION PERIOD.
5. **Board Member Comments:** On any subject matter within “The Board’s” jurisdiction shall have – one (1) Minute per speaker. These are NON-DISCUSSION items between Board members and the public.
6. **Future Meetings:**
- a. Next ENC Executive Committee Meeting: **Wednesday, February 11, 2015**
  - b. Next ENC General Board Meeting: **Wed, February 25, 2015**
  - c. VANC Monthly Meeting: - **Thurs, Feb 12, 2015** (*Generally 2nd Thurs of month*)
  - d. LANCC Meeting: - **Sat, Mar 7, 2015 at 10:00am** (Hollywood Neighborhood City Hall)
  - e. BONC Meeting: - **Tue, Mar 16, 2015** (Los Angeles City Hall)
7. **Adjournment: 7:00 PM**

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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.

The ENC meetings are usually held on the 4th Wednesday of each month at the: **Encino Community Center, 4935 Balboa Blvd starting at 7:00pm.** For further information – Please go to: [www.encinonc.org](http://www.encinonc.org)

**PUBLIC INPUT AT ENC MEETINGS** - An opportunity for the public to address the Council or Speaker on agenda items will be provided before or during consideration of the item. Members of the public who wish to be recognized on any item are requested to complete a question card for each item they wish to address, and present the completed card(s) to the Sergeant-At-Arms. Speaker cards are available at the back of the meeting room. The Council will also provide an opportunity for the public to speak on any **[Non-Agenda Items\*]** during **“Public Comment”**. **The Council may not take any action or discuss matters addressed in “Public Comments”**. However, the Council President may refer such matters to the appropriate Council Committees for further consideration.

**\* Public comments are limited to TWO (2) minutes per speaker.**

**ENC BOARD DISCUSSION AND TIME LIMITS** – an ENC Boardmember’s request to speak will be recognized by the President in the order requested. **For any item, the Chairperson of the Committee, or the maker of the original motion shall have up to THREE (3) minutes to discuss the item. Boardmembers may speak for up to TWO (2) minutes each on the matter unless extended by the President or Council.** After all members desiring to speak on a question have had an opportunity to be heard once, **the time for each Member desiring to speak again shall be limited to a maximum of ONE (1) minute unless extended by the President or Council.** A motion calling the **“Previous Question”** may be introduced by any member during a Council debate. If adopted, this motion will terminate debate on a matter and the matter will then be submitted for a vote.

**VOTING AND DISPOSITION OF ITEMS** - Most motions require a majority vote of the Boardmember’s present and voting will be by hand vote unless otherwise decided by the Council. Unless requested for further consideration by an ENC Councilmember, any item that has been forwarded to the Council by a unanimous committee vote shall be approved as a **“Consent Item”** without further discussion.

**TO BE FURTHER NOTED TO ALL IN ATTENDANCE:**

***Posting of your personal information to the ENC or any public organization can be released upon a request to the ENC according to the CA Public Records Act. You are not required to post your personal information unless you choose to do so.***

Pursuant to CA State Law, the agenda is posted for public review at: (1) the Encino Chamber of Commerce (viewable all hours), (2) Encino Community Center, (3) Balboa Sports Center, (4) Encino-Tarzana Branch Library, and (5) The Coffee Bean & Tea Leaf store (17301-1 Ventura Blvd). The agenda and report(s) related to an agenda item will be available for review at [www.EncinoNC.org](http://www.EncinoNC.org).

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, on the website, [www.encinonc.org](http://www.encinonc.org), may be viewed at the scheduled meeting. In Addition, if you would like a copy of any record related to an item on the agenda, please contact Encino NC Staff at: 818-971-6996 or by email at: [enc@socal.rr.com](mailto:enc@socal.rr.com) or [info@encinonc.org](mailto:info@encinonc.org).

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, assisted listening devices, or 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 by contacting Amber Meshack, at (213) 978-1551, toll-free at (866) LA HELPS, or e-mail [amber.meshack@lacity.org](mailto:amber.meshack@lacity.org).

**PROCESS FOR RECONSIDERATION:** The Board of Directors may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular RNC meeting. The Board of Directors, on either of these two days, shall: (1) Make a Motion for reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a [Proposed] Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Representative who has previously voted on the prevailing side of the original action taken, then a Representative on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting.

ENC MAILING ADDRESS:  
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