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**NOTICE AND AGENDA  
ENCINO NEIGHBORHOOD COUNCIL  
OUTREACH SPECIAL COMMITTEE MEETING**

**MONDAY, DECEMBER 11, 2023 @6:30PM  
ENCINO WOMAN'S CENTER  
4924 Paso Robles  
Encino, CA 91316**

**Public Comment:** Public Comments on Non-Agenda Items is limited to **TWO MINUTES (2)** per speaker. Time may be adjusted at the Chair's discretion. Public wishing to speak on non-agenda items will fill out a speaker card and turn it in to the Secretary.

The amount of time for public comment on each agenda item is to be determined by the Chair at each meeting. Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. If multiple requests for public comment are submitted on one agenda item, preference will be granted to members of the public who have not spoken previously during the meeting, either during general public comment or on another agenda item.

A member of the public wishing to speak on more than one agenda item at a single meeting shall limit his or her remarks to a total of one minute per item and five (5) minutes per meeting. When turning in the speaker card, indicate which items you wish to speak on. Otherwise comments from the public on agenda items will be heard only when the respective item is being considered. Please be aware that time accumulates for any agenda items commented on.

Comments from the public on matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. No individual speaker will be allowed more than two (2) minutes during General Public Comment, unless the presiding officer of the Board decides differently.

- **OUTREACH VOTING MEMBERS:** Joshua Sautter\* (Chair), Pat Bates\*, Laure Stevens\*, Heather Michaels
- **Stakeholders:** Varant Majarian, Jenny Birchfield-Eick

\* 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

**1. Call to Order. Start recording. Roll call. Determination of quorum.**

**2. Public Comment on Non-Agenda Items** – Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion. Public calling in, please press \*9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak.

**3. Reports from Public Officials/Departments/Community Agencies**

**4. New Business – Motion, Discussion and Votes may be taken on all items:**

- A. Outreach committee mission statement and marketing plan** - We have a mission statement on the website which we will discuss. Do we want to add any language? Do we want to delete any language? In addition to the mission statement, we are required in our bylaws to develop a marketing plan to solicit participation from stakeholders. We will discuss ideas and develop a marketing plan. Discussion and possible action.
- B. Social Media** - We need to compile a list of the ENC social media accounts and passwords. Who should be the administrators of the social media accounts? Are there any social media platforms that we need to join? How do we want to manage digital posts? We will take a look at the Social Media SOP and determine if any corrections or revisions need to be made. Review the current digital communications guidelines. We can comment on the guidelines and make recommendations. What do we think? What recommendations or revisions should be made? Are any of the guidelines unclear? Do we agree on how to interpret the guidelines? Discussion and possible action.
- C. Newsletter** - We will be starting a new newsletter at the beginning of the new year. We need to create a marketing strategy for how to reach stakeholders. We need help making the newsletter as great as it can be, does anyone have any ideas? We need access to the ENC email mailing list and any other lists of stakeholders and stakeholder information. We need access to the email platform we will be using to publish the newsletter. Discussion and possible action.
- D. Website** - We have a great website. Does it need updating? What needs to be changed? Discussion and possible action.

**5. Board member comment on non-agenda items**

**Adjournment**

**Next Meetings:**

**Outreach Committee: January 8, 2024**

**Announcements: Please see the Encino NC website for announcements of other events and to join our mailing list.**

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** – 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 subject matter 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 one (1) minute per speaker per item, unless adjusted by the presiding officer of the Board or Committee. Consent items which have been unanimously approved by a public committee meeting are exempted unless pulled from the consent section by a Board member.

**PUBLIC POSTING OF AGENDAS** - ENC agendas are posted for public review as follows: Glass display case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, Encino-Tarzana Branch Library, and Encino Community Center auditorium at 4935 Balboa Blvd, Encino, 91316, and digitally at [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: [Early Notification System \(ENS\)](#)

**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, 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 the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

**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: [www.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 Alex Garay, Board President, at (747) 282-0450 or email via [president@encinonc.org](mailto:president@encinonc.org).

**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 <https://www.encinonc.org/page/viewPage/bylaws>

**NOTICE TO PAID REPRESENTATIVES** - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**SERVICIOS DE TRADUCCIÓN:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Alex Garay, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico [president@encinonc.org](mailto:president@encinonc.org) para avisar al Concejo Vecinal.