



# Encino Neighborhood Council

4924 Paso Robles Avenue, Encino CA 91316 Phone: 747.282.0450

Roy Nwaisser - President  
Josh Sautter - Vice President  
Jennifer Luce - Secretary  
Pilar DeFreest - Treasurer  
Kelvin Tolbert - Sergeant-at-Arms

## NOTICE AND AGENDA ENCINO NEIGHBORHOOD COUNCIL

### SPECIAL OUTREACH COMMITTEE MEETING

Thursday, August 7, 2025 @7:30PM ZOOM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87050942391>

Or One tap mobile : US: +16699006833,,87050942391# or  
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6099 or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475 4499  
(Toll Free) or 833 548 0276 (Toll Free) Webinar ID: 870 5094 2391 International  
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**Zoom Webinars are recorded**

IN CONFORMITY WITH GOVERNOR NEWSOME SIGNING SB411 INTO LAW ON  
OCTOBER 9, 2023 AND IN CONFORMITY WITH THE LOS ANGELES CITY COUNCIL  
PASSING CF 23-1114, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE  
CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE  
OPTION

**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 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. Public comment on agenda items will be heard when  
the item is up for discussion. Public comment on agenda items is limited to 1 minute per agenda  
item. Comments from the public on agenda items will be heard only when the respective item is  
being considered. Time may be adjusted at the Chair's discretion.

*Voting Committee Members:* \*Kristin Moss, Chair, \*Joshua Sautter, \*Laure Stevens, \*Roy  
Nwaisser, \*Rachel Perry

*Alternate Committee Members:* \*Geraldine Hernandez-Abisror, \*Heather Michaels

\* 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.**

Present: Kristin Moss, Joshua Sautter, Laure Stevens, Roy Nwaisser, Rachel Perry

**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.

No non-agenda comments

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

N/A

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

**A. Harvest Moon Movie Night Planning** - We will review planning progress for our upcoming *Harvest Moon Movie Night*, including confirmed sponsorship from Council District 4, review and approve the event budget, and confirm the date of 9/20 5-9pm. We'll also go over the event timeline and logistics to ensure everything is on track. Next steps:

- City event request (LS)
- Flyer & marketing materials (KM)
- Finalize additional sponsorships (JS)
- Ensure all vendor commitments are secured (LS)

We aligned on the date of Saturday 9/20/25, and we're going to confirm budget commitments from CD4, Lindsey Horvath, and Jesse Gabirel to serve as co-sponsors of the event. Laure will work on the event request, we'll start working on securing food options and inviting other partners for event activities (like AYSO or Girls Softball League).

**B. ENC Promotional Materials ("Swag")** - Currently, our office is out of ENC promotional materials. The committee will brainstorm and vote on ideas for new swag items—such as stickers, water bottle decals, or other branded giveaways—that can be used for tabling, events, and stakeholder engagement.

We discussed the strategy of ENC items to elevate the profile within the community, and create affordable, nice, functional items that would provide value and useful to our neighbors. We'll explore options for a budget of \$1,000, possibly stickers, bag clips, bag totes, or mini flashlights.

(Stevens/Moss)

Passes: 5 Yes – 0 No

Roy was also interested in getting a quote for a new ENC branded pop-up tent.

**C. Communications Strategy & Protocol** - We'll discuss the cadence for our newsletter and email communications, who will be assigned to develop the information, brainstorm new content ideas. Discuss the review process for communications & outreach materials (propose President, VP, and Outreach chair).

Rachel Perry will take over creating the newsletter, and we plan to send it out quarterly. We'll also review our current communications/social SOP (standard operating procedures) and make any updates to discuss in the next meeting.

**D. Public Safety Mtg** - Discuss any outreach needed for the Public Safety mtg on 8/11.

We created flyers and posted on social media.

**Adjournment.**

**Next Meetings: Outreach Committee: September 3, 2025 @ 7pm on Zoom**

**Announcements:** Please see the Encino NC website for announcements of other events and to join our mailing list. [Here](#)

**2025 Election Timeline and Election Handbook** – The 2025 ENC elections are around the corner, please review the election handbook and timeline to become familiar with all things election. Encino is in Region 3.

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.

**IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LACITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.**

**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, 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 Josh Sautter, 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 Josh Sautter, 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.

**SB 411 Updates:** In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.