



Encino Neighborhood Council

(A Certified Neighborhood Council)

4924 Paso Robles Avenue, Encino CA 91316 Phone: 747.282.0450

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

NOTICE AND AGENDA

ENCINO NEIGHBORHOOD COUNCIL

SPECIAL EVENTS COMMITTEE SPECIAL MEETING

Minutes

Wednesday, September 10, 2025 @ 5:30 PM

Via Zoom:

Please click the link below to join the webinar:

Zoom Meetings Are Recorded

<https://us02web.zoom.us/j/87659864654>

Committee Members:

1. *Shaindi Schwebel Co-Chair **PRESENT**
2. *Laure Stevens Co-Chair **PRESENT**
3. *Jennifer Novian **PRESENT**
4. *Anita Kamjo **PRESENT**

*Denotes Board Member/Alternate (maximum 5 allowed)

1. **Call to Order. Start recording. Roll call. Determination of quorum. 5:33 PM**
2. **Reports from Public Officials/Departments/Community Agencies: NONE**
3. **General Public Comment on Non-Agenda Items** – Public comments on non-agenda items within the ENC's subject matter jurisdiction is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair's discretion.
COMMENTS FROM LIONEL MARES, BUDGET ADVOCATE FOR NORTHEAST VALLEY REGION 1:
 - **Reminder of Budget Advocates event Saturday 9/20 at L.A. Harbor College**
 - **Reminder of Congress of Neighborhoods Saturday 9/27 at City Hall**
 - **Reminder of LADWP rate hikes dispute forms**
 - **Reminder of Nithya Raman's hiking event**
4. **New Business:**
 1. **Committee to discuss Encino Harvest Moon Movie Night: Review from co-chair Laure of the rules and procedures of event planning. All items have already been submitted and approved for the movie night vendors/spending.**
 - To do list - assemble outstanding items to be completed and assign tasks to be

completed for Movie Night. **Discussed funding, sponsorships from Nithya Raman, Jesse Gabriel; all have been lined up.**

- Continued outreach - Flyers, social media posts, banners, discussion on final outreach push. **Upcoming email blasts, posts on Facebook/social media**
- Outreach to vendors - confirm calltimes, orders and payment terms.
- Create a shopping list - Candy, popcorn, waters, bubbles etc. & other expendable items for purchase.
- Create a list of attendees who are tabling the event - consult Josh Sautter.
- Create a day of list of volunteers for set up.

Determinations:

- **Anita and Jen reach out to food trucks to notify them we will be there, and will cone off area during event.**
- **Swag, snacks, and toys to bring: glow sticks, bubble wands, bags of popcorn, candy**
- **Shaindi will create a “call sheet” for volunteers to help with setup the night of the movie**
- **Kristin will arrange for DJ**
- **Different tables for swag and email list sign-up. Possible iPad for sign-up or a paper sheet.**
- **Josh will finalize/report on who is tabling at the event.**
- **Discussed logistics for day of event.**
- **Laure will do food and swag shopping**

COMMENT FROM ATTENDEE, JOSE OF WASTE MANAGEMENT COMPANY IN ENCINO:
Offered to provide service at event and event in the future.

2. Committee Comment & Announcements on Non-Agenda Items

5. Adjournment Adjourned 6:25 PM

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 LA CITY 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. 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

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 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 Roy Nwaisser, Board President, at (747) 282-0450 or email via 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

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 Roy Nwaisser, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico president@encinone.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.