



# Encino Neighborhood Council

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

## MEETING MINUTES ENCINO NEIGHBORHOOD COUNCIL SPECIAL FINANCE COMMITTEE MEETING 9 OCTOBER 2025 @4:30 PM

**ZOOM INFO:**  
**ZOOM MEETINGS ARE RECORDED**

Join from PC, Mac, iPad, or Android:  
<https://us02web.zoom.us/j/86380121032>  
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**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 minutes 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.

**Note:** Comments highlighted in red reflect notes and decisions made by the Finance Committee during the meeting.

**Voting Committee Members:** \*Pilar DeFreest (Chair, Treasurer) \*Glenn Bailey, \*Laure Stevens, \*Diane Rosen, Geraldine Hernandez-Arbisror Alt. Community Interest board member, Varant Majarian - Stakeholder

**Alternate Voting Committee Members:** None

\*Indicates ENC Board Member or Alternate; no more than five (5) ENC Board Members and/or Alternates may be seated at one time during any ENC Committee Meeting

### 1. Call to Order / Roll call / Determination of quorum

**Call to Order:** 4:38PM

**Roll Call:**

PDeFreest.....	P	LStevens.....	P	VMajarian.....	P
GBailey.....	P	DRosen.....	P	GHernandez-Abisror....	Ab

**Quorum Met:** Yes

## Comments from chair

- A. Starting with the next Finance Committee meeting, we will begin following Robert’s Rules of Order to guide our meeting procedures. All members were encouraged to complete the training available on the EmpowerLA Training Portal to become familiar with the process.

“Robert’s Rules Made Simple”

Course link: <https://robertsrulesmadesimple.com/course?courseid=chair-a-meeting-private>

It is acknowledged that the ENC Bylaws take precedence over Robert’s Rules. Any provisions within the Bylaws that differ from Robert’s Rules will be incorporated accordingly to ensure compliance and consistency.

- B. **Inventory Compliance Update** Per the [Funding Guidelines \(pg. 19, section 11B\)](#), NC inventory must be completed every two years. ENC’s last inventory was conducted in July 2024. However, required documentation other than what is on the Funding Portal—such as item photos and serial numbers where applicable—cannot be located. Furthermore, to maintain compliance and align with election years, an additional inventory will be conducted in 2025 to ensure accuracy and preparedness.

## 2. Reports from Public Officials/Departments/Community Agencies

None

## 3. Public Comment on Non-Agenda Items

Public comments on non-agenda items are limited to TWO (2) MINUTES per speaker. Time may be adjusted at the Chair’s discretion. For those calling in, press \*9 on your phone to raise your hand to speak. For those using Zoom Webinar, use the “raise hand” feature to speak.

Public Comment from Lionel Mares – Mentioned that he attended a meeting downtown where placing a new CFO was discussed and raised concerns. Pilar DeFreest asked Mr. Mares to send information to her ENC email address.

## 4. [Approval of Minutes from September 9, 2025, meeting.](#)

The September Minutes were reviewed, and the title of the meeting was updated to “Meeting Minutes”.

### **Motion 4 - PASSED**

Made by: Pilar DeFreest

Seconded by: Laure Stevens

### **Motion: Approve the Monthly Expenditure Report (MER) for September.**

Vote: Yes-5 / No-0 / Absent-1

Roll Call Vote:

PDeFreest.....	Y	LStevens.....	Y	VMajarian.....	Y
GBailey.....	Y	DRosen.....	Y	GHernandez-Abisror....	Ab

## 5. Budget and Spending Report

The committee will review the current budget and spending activity. Relevant financial documents and expenditure details can be accessed on the [ENC Funding Page](#).

- Presenter: Pilar DeFreest
- FY 2025–2026 Budget: \$34,746.76
- Expenses YTD: \$6,538.41
  - Net Available Balance: \$28,208.25
  - Major Expenditures:
    - \$2,786.09 – Office-wide expenses
    - \$3,752.42 – Outreach and event-related activities
- [September 2025 MER Review](#)
  - Recommendation: Forward to Executive Board for approval
  - Expenditure:
    - Beginning Budget: \$32,922.77
    - Ending Budget: \$28,436.95
      - \$961.39 – Office-wide expenses
      - \$3,524.43 – Outreach/Special Events

6. Old Business

None

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

A. Motion Discussion: Referral of Item #11 to Finance Committee Following Executive Board

**Discussion:**

Review and discuss the Executive Board’s consideration of Item #11 on October 7, 2025—regarding a proposed policy to limit Neighborhood Purpose Grant (NPG) requests to \$2,500—the Finance Committee is invited to discuss the implications of a reduced funding cap, *should the board adopt such a policy.*

**Purpose:**

To evaluate the implications of a reduced funding cap on NPG requests, should the Executive Board vote to implement the proposed policy.

**Action Items (if the cap is adopted):**

- Adjust Finance Committee review criteria and procedures to reflect the new policy
- Reassess how NPG applications are prioritized and evaluated under the reduced threshold
- Consider additional guidance or outreach for applicants to align with the new funding limits

**Points for Consideration:**

- Should the Finance Committee revise its internal review process to reflect the new cap?
- What impact might the reduced threshold have on applicant eligibility or project scope?

**MOTION TABLED.** The motion was not passed by the Executive Board Committee, as it failed to receive a second. As a result, review by the Finance Committee was not warranted, and the motion was tabled.

B. Motion Discussion: Threshold for Direct-to-Board Funding Items

**Motion:**

To discuss and consider establishing a formal threshold for funding items that may be placed directly on the Neighborhood Council board agenda without prior review by the Finance Committee.

**Purpose:**

To streamline the approval process for smaller, routine expenditures while maintaining appropriate fiscal oversight and alignment with Neighborhood Council Funding Program policies.

**Points for Consideration:**

- **Reaffirm** the existing \$250 threshold as a local policy, consistent with Section 3.2 of the July 2018 *Neighborhood Council Funding Program Policies and Guidelines*.
- **Recommend a different threshold** (e.g., \$100, \$500, etc) based on current budget conditions, administrative capacity, and the nature of typical expenditures.
- **Maintain the status quo** and defer to existing Funding Program guidance, pending further clarification from the City Clerk’s office or future updates to the guidelines.

**Motion 7B - PASSED**

Made by: Pilar DeFreest

Seconded by: Laure Stevens

**MOTION:** Any funding expense exceeding \$250 that is approved by any ENC committee must be referred to the Finance Committee for review and approval prior to being presented to the ENC Board for consideration.

Vote: Yes-4 / No-0 / Absent-2

Roll Call Vote:

PDeFreest.....	Y	LStevens.....	Y	VMajarian.....	Ab
GBailey.....	Y	DRosen.....	Y	GHernandez-Abisror....	Ab

### C. Motion Discussion: Finance Toolkit for Events

#### Motion:

To develop a *Finance Toolkit for Events* document that guides committees in submitting required event details using a standardized guide and checklist.

#### Purpose:

To ensure all necessary financial and logistical information is properly documented and submitted to both the Treasurer and the Special Events Committee, thereby improving consistency, transparency, and efficiency in event planning and financial review across all committees.

#### Action Items:

- Develop a standardized Finance Toolkit for Events to guide committees in submitting event-related details
- Create a checklist outlining required financial and logistical information for each event
- Include submission deadlines and approval timelines within the Toolkit (e.g., 30 days for City Funding, specific timelines for Outreach, Special Events and the Finance Committees review)
- Require completed checklists to be submitted to both the Treasurer, Outreach Chair or the Special Events Chair (depending on type of event)
- Ensure the Toolkit aligns with existing financial policies, budget procedures, and council approval processes. *Reference LA City documentation where applicable to reinforce policy alignment*
- Provide training or orientation for committee chairs on how to use the Toolkit and checklist effectively
- Review and update the Toolkit annually to reflect changes in policy or operational needs
- *Develop differentiated checklists for Major Events and Minor Events to tailor requirements appropriately*

*By consensus, the committee agrees for this to be written. The draft will include peer review from both the Outreach and Special Events Committees to ensure that their needs are also addressed. The document will then be reviewed by the FC prior to submitting it to the Board.*

### D. Motion Discussion: Cloud Document Storage Options for Neighborhood Council Records

#### Motion:

To explore and evaluate cloud-based document storage solutions for centralizing Neighborhood Council historical and working records, with *Dropbox Standard* or *Microsoft 365 Family* identified as a potential option. If adopted, reallocate \$250 currently budgeted for Temporary Staffing to General Office to cover the annual cost of the selected cloud storage platform.

#### Background:

Google Docs presents limitations in cross-platform compatibility, particularly outside the Google Workspace environment. A more robust and flexible platform is needed to support collaboration, document management, and long-term accessibility.

**Option 1:** Consider *Dropbox Standard* at an annual cost of \$200, offering the following features:

- 3 TB of storage
- Stay connected across all devices
- 180 days to restore deleted files
- Transfer files up to 100GB
- Edit PDFs and get signatures
- Brand your files to share
- Password protect files

**Option 2:** Consider *Microsoft 365 Family* at an annual cost of \$150, offering the following features:

- Up to 6 sign-ons
- Works on PC, Mac, iPhone, iPad, and Android phones and tablets
- Up to 6 TB of secure cloud storage (1 TB per person)
- OneDrive (shareable/storable file location), Word, Excel, PowerPoint, Outlook, and OneNote desktop apps with Microsoft Copilot
- Microsoft Designer AI-powered image creator and editor
- Clipchamp video editor with exclusive filters and effects

**Motion 7D – PASSED**

Made by: Laure Stevens

Seconded by: Pilar DeFreest

**MOTION:** The Finance Committee recommends that the ENC Board approve an annual expense of \$250 for a subscription to Dropbox, enhanced with GoogleDocs/GoogleSpace, to serve as a centralized file repository for Neighborhood Council documents.

**Outcome:** Motion passed in favor of *Dropbox*.

Vote: Yes-4 / No-0 / Absent-2

Roll Call Vote:

PDeFreest.....	Y	LStevens.....	Y	VMajarian.....	Ab
GBailey.....	Y	DRosen.....	Y	GHernandez-Abisror....	Ab

**8. Announcements**

**Funding Program Policies & Procedures Update** Glenn Bailey reminded the committee to monitor upcoming revisions to the Funding Program Policies & Procedures, which are expected to include significant changes impacting Neighborhood Councils. When finalized and approved, the document will be found on the [City Clerk webpage](#).

**9. Set date and time for the next meeting**

To be determined based on submitted funding requests and any additional required financial reviews.

**10. Adjournment**

**6:15p**

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.

**Out of an abundance of caution due to the possible attendance and participation of a majority of Encino Neighborhood Council Board Members at this Committee meeting, this meeting is noticed as a Joint Meeting of the Committee and the Board, in adherence with the State's Brown Act. No action will be taken on behalf of the Board at this meeting of the Committee. Only Committee Members are allowed to vote.**

**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 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 on agenda items is limited to 1 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 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 at <https://www.lacity.org/government/subscribe-agendasnotifications/subscribe-other-meetings-agendas-and-documents>

**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: [encinonc.org](http://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 Nwaissier, 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/ncfiles/viewPageFile/3541>

**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 Roy Nwaissier, 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.