



# Encino 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 OUTREACH COMMITTEE SPECIAL MEETING **Minutes**

**Monday, March 9, 2026 @7PM ZOOM**  
Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/87050942391>

Or One tap mobile : US: +16699006833,,87050942391# or +13462487799,,87050942391# Or Telephone:  
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7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 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 numbers available: <https://us02web.zoom.us/u/kDHVKzyts>

### **Zoom Webinars are recorded**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Jennifer Luce, Secretaria, al (747) 282-0450 o por correo electrónico [secretary@encinonc.org](mailto:secretary@encinonc.org) para avisar al Concejo Vecinal.

**IN CONFORMITY WITH THE JANUARY 1, 2026 ENACTMENT OF CALIFORNIA SENATE BILL 707 (DURAZO) AND LA CITY COUNCIL FILE 23-1114, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.**

Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to TWO MINUTES (2) 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, \*Pilar DeFreest, \*Roy Nwaiser, \*Rachel Perry, \*Joshua Sautter, Dylan Sklare

**Alternate Committee Members:** Varant Majarian

\* 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. 7:02pm**

**Attendees: Kristin Moss, Chair, Pilar DeFreest, Roy Nwaisser, Rachel Perry, Josh Sautter, Dylan Sklare, Varant Majarian**

**2. Comments from chair:**

- Welcome Dylan, new member and Varant as an alt.

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

**4. General Public Comment on Non-Agenda Items N/A**

**5. Old Business:**

**A. Review Website RFP's** - Review submitted website proposals from our [RFP](#) and vote on recommendations to the Board. Proposals linked here and in meeting Supportive documents: [Fifth Sun Pictures](#), [Our Hometown](#), [Concept To Web](#)

- Fifth & Sun:
  - Runs on WIX, which flagged concerns. Has AI & Gmail integrations
- Our Hometown:
  - AI generated meeting debriefs and Google Workspace for email
- Concept to Web:
  - WordPress site makes an easier transition, works with many NC's

Next steps: Outreach will do a deep dive on proposals, and regroup for a Board recommendation.

**B. Logo Redesign** - Discuss the [Creative Brief](#), and next steps on engaging designers to submit concepts.

- Plan to advertise to community via social, encourage community building

**6. New Business:**

**A. City Bus Bench/Shelters Advertising** - Discuss city program that allows us to utilize advertising opportunities to promote ENC and upcoming events.

- It's \$45 for printing per shelter, runs for a month (or longer if they don't have another advertiser). Need design ~3 weeks prior
- **Motion:** Kristin Moss, 2nd Varant Majarian. Approve the advertising spend of \$90 for two Bus Shelters to promote EncioFest.

Board Member	Yes	No
Roy Nwaisser	Y	
Varant Majarian	Y	
Dylan Sklare	Y	
Pilar DeFreest	Y	

Board Member	Yes	No
Josh Sautter	Y	
Rachel Perry	Y	
Kristin Moss	Y	

**B. Upcoming Outreach Priorities** - Discuss needs for key upcoming events:

- Traffic Mitigation: **Coordinating with Traffic & Transportation Committee to finalize content and timing.**
- 2/16: Public Safety Meeting
- 3/25: General Board Meeting: **Let's work on promoting key agenda items ahead of board meetings, to ensure all neighbors have a chance to be heard.**
- General ENC Outreach opportunities: **Once we finalize the new logo, we will look at more evergreen outreach/advertising opportunities.**
- 5/31 EncinoFest

**7. Adjournment - 8:45**

**Next Meeting: Propose shifting Monday, April 6 to Thursday, April 9, 2026**

**Announcements: Please see the Encino NC website for announcements of other events and to join our mailing list. [Here](#). You can also follow us on Social media - [Instagram](#), [Facebook](#), [YouTube](#), [X](#).**

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 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 Jennifer Luce, Secretary, at (747) 282-0450 or email at: [secretary@encinonc.org](mailto:secretary@encinonc.org).

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows: • 4933 Balboa Blvd, Encino, CA 91316 • [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/subscriptions>

**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) RECONSIDERATION AND GRIEVANCE PROCESS - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.encinonc.org](http://www.encinonc.org)

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.encinonc.org](http://www.encinonc.org)

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. **California Government Code Section 54953.8(b)(3).**

The 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. **California Government Code Section 54953.8(b)(4).**

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. **California Government Code Section 54953.8(b)(5),**

A 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 paragraph (5), to provide public comment until that timed public comment period has elapsed. **California Government Code Section 54953.8(b)(6)(A),**

A 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 paragraph (5), or otherwise be recognized for the purpose of providing public comment. **California Government Code Section 54953.8(b)(6)(B).**