



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

MEETING MINUTES ENCINO NEIGHBORHOOD COUNCIL FINANCE COMMITTEE SPECIAL MEETING FRIDAY, APRIL 10, 2026 @6:00 PM

Zoom meeting online or by telephone.
Please click the link below to join the webinar:
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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 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: 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.

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 Comments on non-agenda items is limited to TWO MINUTES (2) per speaker.** Time may be adjusted at the Chair’s discretion.

Public comments on agenda items will be heard when the item is up for discussion. **Public comment on agenda items is limited to ONE MINUTE (1) 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: *Pilar DeFreest (Chair), *Glenn Bailey, *Geraldine Hernandez-Abisror, Varant Majarian (COCC), *Diane Rosen, *Laure Stevens

Alternate Voting Committee Members: *Roy Nwaiser

***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

Meeting called to Order: 10 April 2026 @ 6:05PM

x	Pilar DeFreest	x	Glenn Bailey	x	Geraldine Hernandez-Abisoror
x	Varant Majarian	ab	Diane Rosen	x	Laure Stevens
-	Roy Nwaiser (alt)				

2. Comments from chair (1 min)

IMPORTANT FISCAL YEAR 25-26 CITY FUNDING DATES

- **May 20th, 2026** - Final date to submit an Event Approval Request using current Fiscal Year funds
- **June 1st, 2026** - Final date to submit a check payment request through the NC Funding System portal (including Neighborhood Purposes Grants - NPGs)
- **June 20th, 2026** - Final date to make purchases with the NC bank card

3. Reports from Public Officials/Departments/Community Agencies

None

4. 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.

None

5. Old Business

Encino Charter Elementary Field Trip update (2 mins)

Explained that NPG previously submitted was considered “Failed” as the proxy vote was not valid.

6. New Business

A. Review March MER (5min)

B. [New Funding Guidelines](#) (10 mins)

C. Budget Reallocation of CIP Funds (5 mins)

Discussion and motion: Motion to approve the reallocation of all or part of the \$3,000 CIP funds to the Neighborhood Purpose Grants (NPG) budget

Postpone the reallocation of CIP funds to future Finance Committee meeting.

No objections.

7. Neighborhood Purpose Grants Discussion and Possible Motions (30 mins)

A. Neighborhood Purpose Grants Discussion and Possible Motions

- i. Discussion and review of requested information received for [ONEgeneration – 17th Annual Senior Symposium Day 2026](#) (\$1,000 request)

Motion: To approve and fund \$400 for a table at the ONEgeneration 17th Annual Senior

Symposium Day 2026. The committee recommends processing this as an Outreach Committee expense to be paid via invoice.

Outcome: Motion Passed.

Motion: Laure Stevens/2nd Glenn Bailey

Y	Pilar DeFreest	Y	Glenn Bailey	Y	Geraldine Hernandez-Abisoror
N	Varant Majarian	AB	Diane Rosen	AB	Laure Stevens
-	Roy Nwaiser (alt)				

- ii. Discussion and review of [Sherman Oaks/Encino Chamber of Commerce Foundation – Let’s Paint Encino Utility Box Murals](#) request (\$2,965)

Motion: To table the NPG request pending further clarification.

Discussion: The committee requires additional details before moving forward, specifically:

- Design Oversight: Confirmation of the specific designs and whether the ENC will be consulted on murals within its boundaries.
- Duration & Maintenance: Clarification on the project length and maintenance plan, as the NPG reflects 2 months while discussions indicated 2 years.
- Budgetary Transparency: A breakdown of total project costs and disclosure of any additional funding from other City or State departments.

Outcome: Tabled. To be held in the Finance Committee pending revisions. **No objections to Tabling.**

Additional Committee Discussion: A question was raised regarding the current status of the suggested ENC Mural Box Painting project. Pilar DeFreest will follow up with Josh Sautter to get an update on the status previously suggested and report back to the committee.

Motion: Varant Majarian/2nd Glenn Bailey

- iii. Discussion and review of [Encino Charter Elementary resubmitted Camp Keystone Field Trip](#) request (\$2,771.53)

Motion: To approve funding up to \$2,500 for the Encino Charter Elementary Camp Keystone Field Trip, contingent upon the revision of NPG sections 6, 7B, 8, 10A, 11, and 12B.

Discussion: The committee identified several required updates to the application:

- Cost Clarification: Section 6 must be updated to provide a detailed breakdown of the specific costs covered by the \$2,500 request.
- Documentation Alignment: The applicant names, tax ID, and 501(c)(3) status must be reconciled to reflect the transition from the Booster Club to the "ETeam."
- Administrative Corrections: The NPG requires updated project start dates, the specific dates of the field trip, and a corrected signing date.
- Signatures: Section 12B must be updated with the signature and date of the secondary contact person.

Outcome: Motion Passed pending revisions. The item will be held in the Finance Committee for review of the updated documents before being forwarded to the General Board.

Motion: Geraldine Hernandez-Abisror/2nd Laure Stevens

Y	Pilar DeFreest	Y	Glenn Bailey	Y	Geraldine Hernandez-Abisror
AB	Varant Majarian	AB	Diane Rosen	Y	Laure Stevens
-	Roy Nwaiser (alt)				

iv. Discussion and review of Portola Middle School Mock Trial - request (\$2,225.00)

Motion: To postpone the NPG request for the Portola Middle School Mock Trial program pending further information and technical revisions.

Discussion: The committee requested the following updates to the application:

- Funding Disclosure: Clarification on the status of funding requested from or provided by the Tarzana Neighborhood Council.
- Timeline Adjustments: Revisions to the start and end dates to align with the semester and the Mock Trial competition schedule.
- Budgetary Detail: Further breakdown of costs in Section 6, specifically regarding bus transportation and program dues.
- Administrative Updates: Corrections to sections 10A and 10B.

Outcome: Postponed. To be held in the Finance Committee pending revisions. **No objections to Postponement.**

Motion: Glenn Bailey/2nd Pilar DeFreest

8. Announcements:

Committee member announcements about items not related to ENC Financial Committee business.

None

9. Adjourn: Meeting adjourned at 9:06PM

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.

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).**

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

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- 4933 Balboa Blvd, Encino, CA 91316
- www.encinonc.org
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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