



ENCINO
NEIGHBORHOOD COUNCIL

4424 Paso Robles Avenue, Encino CA 91316 Phone: (747) 282-0450

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

ENCINO NEIGHBORHOOD COUNCIL OUTREACH COMMITTEE MEETING MINUTES

MONDAY, AUGUST 3, 2026 @ 7:00 PM

**Women's Club 4924 Paso Robles Ave., Encino, CA 91316
(At the Encino Community Center 4935 Balboa Blvd., Encino, CA 91316)**

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: *Michelle Tepper (Chair), *Jennifer Maghaddam Novian, *Roy Nwaiser, *Pilar DeFreest, *Anita Kamjoo, **Tom Koh**

Alternate Voting Committee Members:

***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 at 7:05pm; All members present. Tom Koh attended and is now a stakeholder member.**

2. Comments from chair **None.**

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

A. **Branded Pop-up Tent** - Status report **Tent order is pending upon logo use authorization.**

B. **Holiday Outreach/CIS** - Review ideas discussed for "lighting up" the spirit of Encino during the Holidays, utilizing CIP funding as an outreach opportunity to elevate visibility and awareness of ENC in our neighborhood.

Proposed date of Sunday, December 6th, tentatively 4:00pm – 7:00pm. Sunset is at 4:43pm. Ideas discussed include a large Christmas tree and menorah display, lights, “snow” either falling or to play in (need to review cost and liability), craft tables sponsored by local art studios, hot chocolate/coffee bar, community-based choirs/orchestra, Santa photos, cookie decorating, good cheer tree, holiday bicycle decorating contest/parade. Seek support and partnership with the Encino Community Center, LAFD, LAPD, CD4, and SD3. Name of event is to be discussed further.

Motion 1 by Roy: Present Encino Holiday Event to the ENC Board.

Date: Thursday, December 6th. Budget up to \$2,000.

Motion 2nd by Pilar.

Vote: 6 yes, 0 no. **Motion passed.**

6. New Business

- A. **Roles and Responsibilities** - Newsletter, social media, outreach activities. Tom will provide post-ready content for social media and either Anita, Jennifer or Michelle will post.
- B. **Newsletter** - Format, content, and schedule discussion. Review and discuss ideas on obtaining new content. Newsletter will be quarterly with e-blast announcement/reminders between. Content suggestions include public safety/crime reports, new events reminders, local business story, community opportunities, You Asked, ENC Acted, resource contact list. Creating a branding guide was suggested. PSA for Lime Scooter Parking post and bus stop shelters is needed and may be the next post.

7. Announcements None.

8. Adjourn 8:38pm

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.

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.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

- 4933 Balboa Blvd, Encino, CA 91316
- 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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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