



ENCINO
NEIGHBORHOOD COUNCIL

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

ENCINO NEIGHBORHOOD COUNCIL OUTREACH COMMITTEE SPECIAL MEETING Tuesday, September 1, 2026 @ 6:30 PM (via Zoom) MINUTES

Zoom meeting online or by telephone
Please click the link below to join the webinar:
<https://us02web.zoom.us/j/87533764334>
Or dial (888) 475-4499 to join the meeting
then enter this Webinar ID: 875 3376 4334 and press #
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 Michelle Tepper, al (818) 601-1764 o por correo electrónico michelle.tepper@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. Public comment 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: *Michelle Tepper (Chair), *Jennifer Maghaddam Novian, *Roy Nwaiser, *Pilar DeFreest, *Jennifer Luce, Tom Koh

Alternate Voting Committee Members: Varant Majarian, *Anita Kamjoo

*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 6:36pm.**
All members were present.
2. Comments from chair
3. Reports from Public Officials/Departments/Community Agencies **none present**

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.
5. Old Business
 - A. Branded Pop-up Tent - Status report (Roy) Pending City Council motion to approve logo.
 - B. Style Guide - Status report (Tom) Will be ready in time for next committee meeting.
 - C. Revisit/Finalize Holiday Event name Home for the Holidays (Main Title). An Encino Winter Wonderland. (Tagline)
 - D. Discussion and possible recommendations for purchasing ENC t-shirts Shirts for event volunteers were presented by Roy. Shirt is green, logo placement and pricing to be finalized by next committee meeting.
 - E. Holiday Event Update, Sunday December 6th, 4:00pm - 7:00pm
 - (1) Possible partnership with Encino Community Center and community organizations Encino Community Center will provide and oversee a craft area for kids.
 - (2) Venue and Site Mapping Michelle will ask Aaron at the ECC if there is a site map with power available. Food trucks will be on Paso Robles, family style dining in that immediate area. Need to determine power source before mapping the event.
 - (3) Snow Effects (options)
 - a. Magic Snow Michelle suggested two snowfall machines with trusses and led lighting for a snowfall effect.
 - b. Snow piles trucked in Roy suggested a sled run with adjacent snow pile. Concerns about safety were raised and will be explored.
 - (4) Santa Photo Booth Selfie holiday snowy back drop was suggested rather than hiring a photo booth monitor or photographer. It was suggested that a local photographer document the event for us to have collateral for our social media and newsletter.

- (5) Other Decor - Tree sponsored by Tapia Bros. was suggested. Large menorah will be provided by Chabad of Encino. These are temporary props that will be removed after the event.
- (6) Food Vendor Commitments Anita will research additional “comfort food” vendor options along with a hot drink cart. Individually wrapped sugar cookies handed out by ENC. Clear wrapper with our logo sticker on it. Another suggestion was to hand out candy canes.
- (7) Hot Drink Tabling by ENC Overall consensus was that we should enjoy the event and mingle with the stakeholders and it would be safer to have a professional serving the hot drinks. Need to make sure the vendors can serve large numbers of people or have two vendors for hot drinks.
- (8) Caroling
 - (1) Encino public schools Michelle will inquire about choral/A cappella groups.
 - (2) Encino houses of worship Jennifer Novian will inquire about choral/A cappella groups. VBS requested security - Jennifer will look into event security.
- (9) Other Activity/Contest Ideas Could we allow Tapia Bros. to sell wreaths and pinecones in exchange for providing a large tree for the event and the hay bales for the tube run?
- (10) Community Leader Attendance and/or Financial Support Opportunities
Maybe EPOA or city leadership (Horvath/Raman) will participate and sponsor the event. Roy and Michelle will reach out.

6. New Business

- A. Next quarterly newsletter drops on October 1, 2026 Include a section for the NC election.

7. Adjourn

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 Michelle Tepper, Outreach Chairperson, at (818) 601-1764 email at: michelle.tepper@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