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

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

MINUTES
ENCINO NEIGHBORHOOD COUNCIL
OUTREACH COMMITTEE MEETING
MONDAY, NOVEMBER 2, 2026 @ 7:00 PM

Zoom meeting online or by telephone
Please click the link below to join the webinar:
https://us02web.zoom.us/j/87050942391
Or dial (888) 475-4499 to join the meeting
then enter this Webinar ID: **870 5094 2391** 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, Outreach Committee Chairperson, 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.

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 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 Nwaisser, *Pilar DeFreest, *Jennifer Luce, Tom Koh

Alternate Voting Committee Members: *Anita Kamjoo, Varant Majarian

***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 7:06pm. Present: Roy Nwaisser, Jennifer Luce, Pilar DeFreest, Jennifer Novian, Michelle Tepper.**

2. **Comments from Chair – Thanked everyone for their attendance. It's crunch time for the Home for the Holidays event.**

3. **Reports from Public Officials/Departments/Community Agencies – None present.**

4. **Public Comment on Non-Agenda Items - None present.**

   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. **T-shirt order status (Roy) - Michelle will ask board members for their shirt size.**
   - **B. Home for the Holidays**
     - **i. Review Budget – Some adjustments were made and Pilar will submit the budget to the City Clerk tomorrow.**
     - ii. **Snow Effects (Roy, Jennifer L., , Pilar, Michelle) - We will use Jennifer's two snowfall machines and buy two more from Amazon. Jennifer's were tested and they work. As soon as the City Clerk approves the budget, the deposit for the sled run will be made and two machines will be purchased.**
     - **iii. Venue/Site Mapping (Michelle and Jennfier N.) - Jennifer L., Jennifer N., and Michelle will visit Encino Park on Wednesday to map the event out.**
     - **iv. Selfie Photo Backdrop (Jennifer L.) - The backdrop and frame will be ordered upon City Clerk approval.**
     - **v. Food Vendor Commitments Update – We need to start over and reconfirm our vendors and get firm commitments.**
     - **vi. Other Decor – We will revisit the other decor once the budget is approved.**
     - **vii. Candy Canes & Cotton Candy – We may or may not serve cotton candy depending on if we need a permit. Ask the Community Center for more details. Candy Canes will be ordered upon City Clerk approval.**
     - **viii. Caroling (Jennifer N., Michelle) - One commitment from Encino Charter for their dance team. We will refocus on our efforts to secure carolers.**
     - **ix. Promotional Schedule – Banner, Digital Campaign – Need banner pricing and vendor info from Movie Night.**
     - **x. Confirmed sponsors – Use the sponsor's names and start marketing the event as soon as it's approved by the City Clerk. The event flyer has been submitted to the PSA Bus Shelter program.**
   - C. **Winter Newsletter update (Michelle) - Working on content and will focus on the election and any Spring events.**

6. **New Business – None.**

7. **Announcements:**

   Committee member announcements about items not on this agenda.

8. **Adjournment**

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 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.

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