



Officers  
ALEX GARAY  
President  
VICTORIA MILLER  
Vice President  
Vacant  
Secretary  
PATRICIA BATES  
Treasurer  
LEE BLUMENFELD  
Sergeant at Arms

## NOTICE AND AGENDA

### ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE MEETING

**Tuesday November 20<sup>th</sup>, 2018 @ 7pm**

**Encino Women's Club Kitchen  
4924 Paso Robles Ave., Encino CA 91316**

Motion, Discussion, and Vote may be taken on all items

- 1. Call to Order. Roll call; determination of quorum.**
- 2. Approval of Executive Committee minutes**
- 3. Officer's Reports:**
  - A. President's Report
    1. Board Member's Roles - Discussion.
    2. Presentation – Victim's Assistance Program
    3. Encino Town Hall on Crime – Postponed
    4. CA Fire Donations - Recap
  - B. Vice-President's Report
    1. Committee Chairs and membership
    2. Update on committees not meeting
  - C. Secretary's Report
    1. Review of General Board meeting minutes and Vote Count sheets – Feb., April, May, June & July & August, September, October.
  - D. Treasurer's Report
    1. Update - ENC Account and cash flow.
    2. 2018 October Monthly Expenditure Reports (MER)
    3. NPGs and other financial requests
  - E. Sergeant-at-Arm's Report



1. Applications for open positions on the Encino Neighborhood Council – Area 4 Alt.
2. Roster - Ethics, Funding, Code of Conduct

#### 4. New Business:

1. **VANC Mixer** – Discussion on allocating \$250 for the VANC mixer. **MOTION; EXE-18-11-0026:** The ENC Executive Committee supports allocating \$250 for the VANC mixer.
2. **ENC Secretary** – Discussion on who is a good candidate for the ENC Secretary. **MOTION; EXE-18-11-0027:** The ENC Executive Committee recommends \_\_\_\_\_ for the ENC Secretary Position.
3. **2019 Daddy Daughter Dance** – The Encino Community Center is hosting their annual Daddy Daughter Dance. In the past the ENC has contributed to food served. The last time the ENC contributed, we assisted with \$1,000. **MOTION; EXE-18-11-0028:** The ENC Executive Committee supports contributing \$\_\_\_\_\_ towards the food at the 2019 Daddy Daughter Dance.
4. **Election Outreach** – ZIMAS has been suggested to obtain addresses for our 2019 elections, however there is an alternate method. The USPS Every Door Direct Mail Campaign. – In the 91316 zip there are 13,632 mailing addresses (residential and homes) and in the 91436 zip there are 7,354 mailing addresses. The cost for sending the flyers in the 91316 zip comes to \$2,426.50 and for the 91436 zip the cost is \$1,309.01. The total cost to send the flyers to 20,986 addresses comes to \$3,735.51. The cost to print the flyers is separate. If we can get the printing cost at \$0.04 per flyer, the printing cost comes to \$839.44. We can accomplish two goals, one is to reach every address in Encino with a one-time flyer as well let everyone know about the election and the candidates that are running for positions on the ENC. **MOTION; EXE-18-11-0029** – The ENC Executive Committee supports using the USPS Every Door Direct Mail Campaign and defers this to the Ad-Hoc Election Committee.
5. **ENC Secretary** – Discussion on possible candidates for the ENC Secretary Position. **MOTION; EXE-18-11-0030:** The ENC Executive Committee recommends \_\_\_\_\_ to be the new Encino Neighborhood Council Secretary.
6. **ENC Public Safety Committee and Rep** – Discussion on having an ENC Public Safety Rep that does not Chair or Co-Chair the Public Safety Committee.
7. **Removal of Alternate Kathy Moghimi-Patterson.** Currently Kathy does not sit on any committee. Per the Encino Neighborhood Council By-Laws, Section 3, Item B, “Each Representative or Alternate shall join at least one (1) committee by the second meeting of the Board after an Election.” Kathy has not joined a committee since elected in 2016 thus violating the Encino Neighborhood Council ByLaws. **MOTION; EXE-18-11-0031:** The ENC Executive Committee will agendize a formal vote to remove Kathy Moghimi-Patterson as the At-Large Alternate at the November 28<sup>th</sup> 2018 Encino Neighborhood Council General Board Meeting.



8. **West Valley Homeless Solutions Alliance** – This is a joint effort with other West San Fernando Valley Neighborhood Councils and community partners to communicate with our stakeholders on homelessness. **MOTION; EXE-18-11-0032:** The ENC Executive Committee supports participating in the West Valley Homeless Solutions Alliance and using the ENC’s name and logo in the effort.

9. Parks Committee activities.

10. Outreach Committee activities

11. PLU Committee activities

12. Review draft General Board meeting agenda.

13. Discussion on improvements to General Board meeting; recap previous meeting.

5. **Public Comments on Non-Agenda Items:** Limited to TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. Public is asked to fill out a speaker card and hand it to the Board’s Secretary.

## 6. Adjournment by 8:30pm

Next Executive Committee meeting January 15, 2019

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. 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 comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

**PUBLIC POSTING OF AGENDAS** - ENC agendas are posted for public review as follows:  
glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino  
Encino-Tarzana Branch Library, Encino Community Center

· [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 <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

**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, assistive listening devices and 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 you wish to attend by contacting Alex Garay, Board President, at (818) 971-6996 or email via [president@encinonc.org](mailto:president@encinonc.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 Alex Garay, Board President, at (818) 971-6996 or email via [president@encinonc.org](mailto:president@encinonc.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: [encinonc.org](http://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 Alex Garay, Board President, at [\(818\) 971-6996](tel:8189716996) or email via [president@encinonc.org](mailto:president@encinonc.org)

**RECONSIDERATION AND GRIEVANCE PROCESS**

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

**SERVICIOS DE TRADUCCION**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Alex Garay, Presidente de la Mesa Directiva, al [\(818\) 971-6996](tel:8189716996) o por correo electrónico [president@encinonc.org](mailto:president@encinonc.org) para avisar al Concejo Vecinal."

