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Sergeant at Arms

ENCINO NEIGHBORHOOD COUNCIL OUTREACH COMMITTEE MEETING

Monday, August 14, 2017 @ 6:30pm

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

Voting Members – ENC Members:

Alex Garay (Co-Chair)*, Jim Esterle (Co-Chair)*, Carol Levin*, Miriam Davis*

Voting Members – Stakeholders:

Gail Reysa

Alternate Committee Members:

Victoria Miller*, Debra George*, Shani Hudson

* Indicates ENC Board Member or Alternate, no more than 5 Encino Neighborhood Council Board-Members or Alternates may be seated at a time to vote during a committee meeting

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

1. **Call to Order. Roll call; determination of quorum.**
2. **Approve minutes from July Outreach Committee meeting.**
3. **Old Business:**
 - A. Utility Boxes – Update
 - B. June 22nd Movie at the Park – Update
4. **New Business:**
 - A. Attracting Younger Stakeholders to attend and join the ENC – In an attempt to draw younger stakeholders to attend and/or join the ENC we should use modern technology. We should create a YouTube Channel and have a commercial, showing a portion of an ENC meeting, images of events we have attended and some overall clips of the board members. It should explain who we are and what we do. In addition we should use Twitter to post meetings and events (in addition to our current social media venues). We should consider live streaming our monthly ENC meetings on YouTube as well. We need to look into production

costs. There should be no charge to create the channel and to live stream. Live streaming will aid in accurate minutes as well. Look at costs of equipment to live stream – would the City/Council Member be interested in paying for equipment or would a local business donate? We can also live stream on Facebook and should consider using Instagram and Twitter to capture the attention of younger residents.

- B. Upgrade look of monthly meetings – Before any live streaming we should consider our presentation. Tables should always look neat, additional microphones would be a plus. One in between each board member so we do not have to wait for the hand held mic to be passed around. Our standing sign should be up at each meeting as well as the map of our area. Should everyone be seated rather than to have one stand? Need to itemize what is needed and present a cost to the ENC. If approved let's see if we can have it all together for our end of the year ENC meeting, possibly on November 29th.
- C. End of the year ENC meeting: November 29th is the tentative date for our last meeting. We typically spend about \$300 for refreshments for our ENC meeting – would we like to have the meeting catered? Type of food? Which restaurants would we consider, Dickies BBQ? Dunkin' for coffee and deserts or the French Bakery? Pre meeting entertainment? Perhaps the City Center Opera? Officer Ham mentioned that he would be interested in having a discussion on crime and homelessness. This could be a way to get people to attend. The first part of the ENC meeting could be a forum on this subject. Need to finalize details to set a budget to present to the board at the September or October ENC meeting at the latest.
- D. Folding Chairs – We should purchase two folding chairs for events where seating is not provided. Example, at the movie night we did not have folding chairs for our use. We can purchase two folding chairs from Office Depot, slightly padded for \$27.00 each plus tax. Requesting up to \$65 for two folding chairs.
- E. Volunteer Committee – While at the movie at the park night it was brought up to have a volunteer committee of youths to help at events. This would entail the setting up and break down of tables and equipment and where ever else help would be needed. The group would consist of teenagers who would in turn receive community credit that's needed to graduate from high school.
- F. Memorial for Ken Silk – Are we interested in having a tree planted in Encino Park with a small plaque in memoriam of Ken Silk?
- G. Encino Family Festival – Start planning the event held October 8th. Can we contact local businesses to see if they're willing to donate either a gift basket, a gift card (restaurants), or services. We could hold a raffle (might need raffle tickets), one raffle ticket per email address. Winners will be notified via email and also post winners on the ENC site. This is in addition to our give-away items. Start getting volunteers for ENC booth. We have \$600 approved for the event (this is in addition to the cost of the booth). We can provide sandwiches for the ENC staff at the booth and drinks (waters, etc...). Part of the allocated funds could be used for the large raffle items if they're not donated.

5. **Future Outreach Projects/Events:**

- A. America's Healthy Kids II
- B. Spring at the Farmer's Market
- C. ENC Easter Egg Hunt or support and attend the one at Los Encinos?

6. **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 Committee Chair.

7. **Adjournment by 8:00pm**

Next Outreach Committee meeting: 9/4/17 or 9/11/17

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.

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 per item, unless adjusted by the presiding officer of the Board or Committee.

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, and Encino Community Center 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 Debra George, Board President, at (818) 971-6996 or email via enc@socal.rr.com

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 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 Debra George, Board President, at (818) 971-6996 or email via enc@socal.rr.com.

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 <http://www.encinonc.org/bylaws.ph>

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 Debra George, Presidente de la Mesa Directiva, al [\(818\) 971-6996](tel:8189716996) o por correo electrónico enc@socal.rr.com para avisar al Concejo Vecinal.