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## **ENCINO NEIGHBORHOOD COUNCIL OUTREACH COMMITTEE MEETING**

**Monday, February 12th, 2018 @ 6:30pm**

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

**Voting Members – ENC Members:**

**Alex Garay (Chair)\*, Jim Esterle\*, Carol Levin\*, Miriam Davis\*, Chris Huckins\***

**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 November 2017 & January Outreach Committee meeting.**
3. **Old Business:**
  - A. Utility Boxes – Update
  - B. Neighborhood Council Workshop for Board Members - Update
4. **New Business:**
  - A. **One Generation Senior Symposium** – The Senior Symposium is May 19<sup>th</sup>. The ENC should have representation again this year. The cost for the booth is \$750. Several local NC's participate and it attended by many Encino residents. **MOTION:** The Outreach Committee is requesting \$750 for a booth at the One Generation Senior Symposium for Encino Neighborhood Council representation.
  - B. **Egg Hunt** at Los Encinos – The Egg Hunt at Los Encinos is a very well attended event. The ENC had a booth at the event last year – this is a great place to meet Encino residents and promote the ENC. The event is on March 31<sup>st</sup>. **MOTION:** The Outreach Committee requests \$150 for this event. \$100 to Los Encinos

for the booth space and \$50 for supplies (coloring pages/books for the kids and crayons from Office Depot).

- C. **Nextdoor Agency Account** – The ENC Nextdoor Agency account lets us poll the residents of Encino. Polls can range from upcoming motions to general questions regarding the community. According to Gibson Nyambura the results can be brought up in public comment as an anecdote to the conversation. Discuss the results from the first few polls.
  
- D. **11:11 Creative Collective** – Would we like to invite Erin to the next ENC meeting to make a formal presentation to the board so we can move forward utilizing 11:11’s knowledge with the painting of the utility boxes? After a formal presentation we will setup a meeting at CM Koretz’s office with Gurmet. **MOTION:** The Outreach Committee supports using the 11:11 Creative Collective to finalize the Utility Box Project.
  
- E. **CATS Victory for Victims** – On April 21<sup>st</sup>, there will be a 10K River Run, 5K Walk/Run, Kids Fun Run & AKC 1 Mile Friendly Dog Walk at Lake Balboa where the proceeds will go to C-A-T-S, Center for Assault Treatment Services. It is the only program in the San Fernando & Santa Clarita Valleys providing medical evidentiary examinations and forensic interviews to child and adult victims of sexual and domestic violence 24/7/365 days a year. The event attracts over 2000 people and would be a good place for the ENC to have a booth. A great way of showing that the ENC cares about children and people. **MOTION:** The Outreach Committee would like to request \$550 for the event at Woodley Park on April 21st. \$150 is for the booth/space. \$370 is for safety whistles with the ENC website on them for handouts signifying safety from 4imprint.
  
- F. **Tablet Purchase** – We collect email addresses at events by hand – more often than not it is difficult to read the email addresses. A tablet could be used to collect email addresses. If we can access the ENC wi-fi at events we can have people enter their email addresses directly into our website. If wi-fi access is not available we can utilize a program to collect them. This would also be useful for other Committees to record stakeholder attendance so it can be shared at General Board meetings. **MOTION:** The Outreach Committee is requesting up to \$300 to purchase a tablet to be used at events to collect email information from Stakeholders. The tablet can also be used by Committee Chairs to record public attendance at their meetings.
  
- G. **Outreach Mission Statement** – This is our current mission statement in our 2015 strategic plan: “It is the mission of the Outreach Committee to generate awareness for and participation in the ENC and its committees through a variety of communications vehicles, including e-newsletter, social media (ie., Facebook, Twitter, Instagram, Nextdoor and any other deemed beneficial to the ENC), direct mail and one-to-one outreach. Further, the Outreach Committee will work with the ENC and its committees to provide community outreach services as appropriate and needed. Simply stated, this committee is the bridge between community and the ENC.”

Do we want to revise the existing mission statement for the Outreach Committee?

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

- A. Update/Revise the 2015 Outreach Committee Strategic Plan

**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: March 5<sup>th</sup> or March 12<sup>th</sup>?**

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 Woman’s Club Room [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 Debra George, Board President, at (818) 971-6996 or email via [enc@socal.rr.com](mailto: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](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 Debra George, Board President, at (818) 971-6996 or email via [enc@socal.rr.com](mailto: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 o por correo electrónico [enc@socal.rr.com](mailto:enc@socal.rr.com) para avisar al Concejo Vecinal.