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ENCINO NEIGHBORHOOD COUNCIL OUTREACH COMMITTEE MEETING

Monday, June 4th, 2018 @ 6:30pm

Woman's Club Room – Kitchen
4935 Balboa Blvd. Encino, CA, 91316

Voting Members – ENC Members:

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

Voting Members – Stakeholders:

Gail Reysa

Alternate Committee Members:

Victoria Miller*, Lee Blumenfeld*, 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 May 2018 Outreach Committee meeting.**
3. **Old Business (10 min):**
 - A. Utility Boxes – Update – Gail R.
 - B. Neighborhood Council Workshop for Board Members – Update – Jim E.
 - C. Senior Symposium Recap – Most popular swag items
4. **New Business (60 Min):**
 - A. **Board Member Description** – With the 2019 elections around the corner, we should become more familiar with the roles of each board member. **Motion:** The Outreach Committee request that each board member submit a paragraph of their duties and responsibilities. Included should be the amount of time each board member spends with their respective duties.
 - B. **BINGO Night** – The Outreach Committee would like to coordinate with the Chamber a Bingo night at the

newly remodeled Community Center. Cash prizes would not be awarded rather gift certificates from local businesses/restaurants and/or gift baskets. The proceeds would benefit either local schools or some other Encino organization(s).

Motion: The Outreach Committee would like to begin organizing a BINGO night with the Chamber of Commerce. Funding will be determined at a later time.

- C. **Committee Books** – Each ENC Committee has a book/binder however they are not being used. Each book/binder should include: Mission Statement, Committee List and Contact Info, Speaker Cards and other materials pertinent to their committees. **Motion:** The Outreach Committee is requesting up to \$100 for printing materials for each binder.

- D. **Movie Night at the Park** – Last July the ENC along with the Community Center hosted a Movie at the Park night with food trucks. The event was highly appreciated by Stakeholders in Encino. The Community Center has expressed interest in having another movie at the Park and has asked about a July 19th date. Possible movies are: Coco (Disney), Moana (Disney) or Frozen **Motion:** The Outreach Committee is requesting ENC support for a movie at the park. FilmLA will take care of the costs, the ENC only needs to secure the location and advertise.

- E. **Gavel** – The ENC President should have a gavel for; calling the meeting to order, calling the crowd to order, to pass motions and to conclude the meeting. An oak gavel represents “Encino”. **MOTION:** The Outreach Committee requests up to \$115.00 to purchase a gavel set, includes sound block and engraving from the Gavel Store.

- F. **Nextdoor Poll** – New Poll: “What would you like to see your Neighborhood Council be more active in?” A) Community Events B) Community Developments C) Education D) Crime & Safety E) I did not know we have a Neighborhood Council F) Other

- G. **Outreach Committee Mission Statement** – The Outreach Committee’s mission is to inform and engage the stakeholders, as well as the community at large. We will inform the community about events and occurrences involving, and addressed by, the ENC, in which the community can participate. The Committee will use printed materials, targeted marketing materials, social media, video, alliances with mass media outlets, other community groups, and individual Committee members as ambassadors to convey information tailored by the needs of the day. All materials created and disseminated by the Committee will be done with transparency, and aligned with the interests and goals of the ENC board on behalf of our community.

Simply stated, the Outreach Committee is the bridge between the community and the ENC.

MOTION: The Outreach Committee adopts the Outreach Committee Mission Statement.

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: July 2nd.

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 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

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 Alex Garay, Board President, at (818) 971-6996 or email via 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 <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 Alex Garay, Presidente de la Mesa Directiva, al [\(818\) 971-6996](tel:8189716996) o por correo electrónico president@encinonc.org para avisar al Concejo Vecinal.