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**NOTICE AND AGENDA
ENCINO NEIGHBORHOOD COUNCIL
OUTREACH **SPECIAL** COMMITTEE MEETING**

**MONDAY, March 4, 2024 @6:45PM
ZOOM**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87050942391>

Or One tap mobile : US: +16699006833,,87050942391# or +13462487799,,87050942391# Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) Webinar ID: 870 5094 2391 International numbers available:

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Zoom Webinars are recorded

Public Comment: Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair's discretion. Public wishing to speak on non-agenda items will fill out a speaker card and turn it in to the Secretary.

The amount of time for public comment on each agenda item is to be determined by the Chair at each meeting. Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. If multiple requests for public comment are submitted on one agenda item, preference will be granted to members of the public who have not spoken previously during the meeting, either during general public comment or on another agenda item.

A member of the public wishing to speak on more than one agenda item at a single meeting shall limit his or her remarks to a total of one minute per item and five (5) minutes per meeting. When turning in the speaker card, indicate which items you wish to speak on. Otherwise comments from the public on agenda items will be heard only when the respective item is being considered. Please be aware that time accumulates for any agenda items commented on.

Comments from the public on matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. No individual speaker will be allowed more than two (2) minutes during General Public Comment, unless the presiding officer of the Board decides differently.

- OUTREACH VOTING MEMBERS: Joshua Sautter* (Chair), Laure Stevens*, Heather Michaels*, LeeVante Haywood*, Roy Nwaiser*
- Stakeholders: Varant Majarian, Ryan Levey

* 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

1. Call to Order. Start recording. Roll call. Determination of quorum.

2. Public Comment on Non-Agenda Items – Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion. 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.

3. Reports from Public Officials/Departments/Community Agencies

4. New Business – Motion, Discussion and Voting may be taken on all items:

A. **Social Media SOP** - Consider a motion that the Encino Neighborhood Council board adopt the Social Media Standard Operating Procedure ([SOP](#)) for Social Media, which is in alignment with the Department of Neighborhood Empowerment ([DONE](#)) [Digital Media Guidelines](#).

Discussion and possible MOTION: The ENC’s Outreach Committee recommends that the board support the adoption of the Social Media SOP.

B. **Digital Communications Admin** - In order to comply with the [Digital Communications Policy](#), we will need to appoint/designate a (1) Digital Communications Administrator to post across our social media accounts. Since social media posts are, according to our bylaws ([Article V Section 11](#)) a part of the Outreach Committee we should consider appointing the Outreach Committee Chair(s) as the Digital Communications Administrator(s). Lets talk about appointing other members of the outreach committee to be a part of the Digital Comms team!

Discussion and possible MOTION: The ENC’s Outreach Committee recommends that the board support the appointment of an (1) Digital Communication Administrator and appointing The Outreach Chair to that role.

C. **Spring Egg Hunt Balboa Sports Complex** – We have been invited to have a table at the Balboa Park Easter Egg Hunt. We usually bring things for the kids to do while they wait for their groups to go. Should we request up to \$500 for coloring materials and refreshment (waters & light snacks). **Discussion and possible MOTION: The ENC’s Outreach**

Committee recommends the board approve up to \$500 for coloring materials and light refreshments for the Easter Egg Hunt at Balboa Park.

D. Swag for upcoming events - We need to have swag for the upcoming events on our Calendar: Grateful Hearts April 6, 2024, Day of Service April 14th, 2024, and Onegeneration Senior Symposium May 18, 2024. Each year we attend the One Generation Senior Symposium we have targeted items for seniors. In the past we have had: erasers, hand sanitizers, pill cases, jar openers and the credit card magnifiers. We also need to do an inventory of the office to determine what swag we have and what we might need. **Discussion and possible action.**

E. Movie Night - We would like to have at least one movie night in the Park. There are a lot of details to discuss. We need a permit. We have to pay \$500 to license a movie, which movies do we want? Karate Kid, Twister, Encino Man are just a few ideas of fun movies. We need to either rent a screen, which could cost up to \$1,000 or buy our own screen which we could use which will cost up to \$300. If we decide to buy our own screen we will need a projector, electric generator, blu ray player and portable pa system. These are all items to discuss. **Discussion and Possible action.**

F. Paper shredding event - Discussion and possible action.

G. Website - Our website needs to be updated. We could find a small independent web designer for personalized service like Echo Bravo. Echo Bravo are the web designers who redid the Pico Union Website. It would cost a one time fee of \$4,500 to revamp our website. **Discussion and possible action.**

F. The Oak Tree Flyer- March Edition - Big news! The ENC is rolling out our brand-new Newsletter, "The Oak Tree Flyer," and our first issue drops on the 10th of March! We're buzzing with ideas but would love to hear what you want to see in it. Let's brainstorm and make sure our Newsletter is packed with all the juicy stuff you're curious about. **Discussion and Possible Action.**

G. We have tables at several upcoming events and need volunteers to work the tables. **Discussion and possible action.**

5. Board member comment on non-agenda items.

Adjournment.

Announcements: Please see the Encino NC website for announcements of other events and to join our mailing list.

Spring Egg Hunt – Join us at the Balboa Sports Complex for the Spring Egg Hunt: different times per age group, community booths, fun for all. March 30, 2024, 11AM –

2PM, 17015 Burbank Blvd., Encino. The ENC will table at the event and is looking for volunteers to sign up to participate. Contact Joshua Sautter at the ENC for more info.

April 6, 2024 Grateful Hearts 9 AM-4PM Warner Park. 5800 Topanga Canyon Blvd. Woodland Hills, California 91367. The ENC will table at the event and is looking for volunteers to sign up to participate. For more info contact Joshua Sautter at the ENC for more info: joshsautter.enc@gmail.com.

Day of Service – Assemblymember Gabriel will host a Day of Service on April 14th 2024 at Pierce College. The ENC will table at the event and is looking for volunteers to sign up to participate. For more info contact Joshua Sautter at the ENC for more info: joshsautter.enc@gmail.com.

One Generation Senior Symposium, on May 18, 2024 at the One Generation Campus located at 17400 Victory Blvd., Van Nuys 91406. The ENC will table at the event and is looking for volunteers to sign up to participate. For more info contact Joshua Sautter at the ENC for more info: joshsautter.enc@gmail.com.

Next Meetings:

Outreach Committee: April 1, 2024

Announcements: Please see the Encino NC website for announcements of other events and to join our mailing list.

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 – 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 subject matter 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 one (1) minute per speaker per item, unless adjusted by the presiding officer of the Board or Committee. Consent items which have been unanimously approved by a public committee meeting are exempted unless pulled from the consent section by a Board member.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass display case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, Encino-Tarzana Branch Library, and Encino Community Center auditorium at 4935 Balboa Blvd, Encino, 91316, and digitally at www.encinonc.org You can also receive our agendas via email by subscribing to L.A. City's Early Notification System: [Early Notification System \(ENS\)](#)

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 Alex Garay, Board President, at (747) 282-0450 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 <https://www.encinonc.org/page/viewPage/bylaws>

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

SERVICIOS DE TRADUCCIÓN: 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 (747) 282-0450 o por correo electrónico president@encinonc.org para avisar al Concejo Vecinal.