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## ENCINO NEIGHBORHOOD COUNCIL OUTREACH COMMITTEE MEETING

Monday, April 2nd, 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\*, 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 March 2018 Outreach Committee meeting.**
3. **Old Business:**
  - A. Utility Boxes – Update
  - B. Neighborhood Council Workshop for Board Members – Update
  - C. Egg Hunt Recap – Los Encinos Park
  - D. Gourmet Khara – Update
4. **New Business:**
  - A. **Clock for ENC Meetings** – To streamline ENC meetings, it would be beneficial to have a clock that counts down the time for each speaker. A visual aid will help speakers and will help the flow of the ENC meetings. Amazon has some clocks inexpensive ones; [https://www.amazon.com/EU-Countdown-CountUP-stopwatch-Aluminum/dp/B01APBU3Q4/ref=pd\\_lpo\\_vtph\\_201\\_tr\\_t\\_2?encoding=UTF8&psc=1&refRID=5MFQMMYV0W76EBFQM963](https://www.amazon.com/EU-Countdown-CountUP-stopwatch-Aluminum/dp/B01APBU3Q4/ref=pd_lpo_vtph_201_tr_t_2?encoding=UTF8&psc=1&refRID=5MFQMMYV0W76EBFQM963). **Motion:** The Outreach Committee would like to purchase a countdown clock for ENC meetings from Amazon.com. and are requesting up to \$100 to purchase a countdown clock.

- B. ENC Pins** – ENC members should have a distinctive identifier for use at ENC meetings and when attending events. Lapel pins are an inexpensive way to identify board members. Pinmart has several options.  
**Motion:** The Outreach Committee is requesting up to \$285 for 100 enamel pins from Pinmart.
- C. Community Center Digital Sign/Marquee** – With the Community Center renovations well on their way, a digital sign/marquee would benefit the Community Center, The Chamber and the ENC. A digital sign would be used to promote functions, meetings and general announcements. **Motion:** The Outreach Committee is requesting up to \$6,000 for a digital sign to be placed outside the Community Center.
- D. ENC T-Shirts/Polo Shirts** – When we attend events it might be a good idea to have shirts with our logo on them. A green polo with Encino Neighborhood Council? They can also be used at ENC meetings.  
**MOTION:** The Outreach Committee is requesting \$650 to purchase 48 Polo Shirts signs from Marco Promotions for Board Members to use at ENC events and ENC Meetings.
- E. Light Pole Banners** – The AmGraph Group is able to provide NC’s with light pole banners. We have received 2 quotes, one for 40 single banners and one for 20 double banners. AmGraph has confirmed: NC’s are not charged a permit fee and that once approved granted a 1 year placement. Locations could be Ventura Blvd., or Balboa Blvd. near the Community Center. The estimates did not include tax. The total for 20 double banners is \$4,906.41 and \$5,466.41 for 40 single banners. The ENC will receive the banners once they are taken down. This represents advertising for 1 year. **Motion:** The Outreach Committee requests up to \$5,500 for light pole banners.
- F. District 45 Candidates** – There will be a special election on April 3<sup>rd</sup> to narrow the field down for the State Assembly District 45 election. Once the field is narrowed down, would we like to invite them to the ENC for a short forum so that they can introduce themselves, present their platform and field questions from Stakeholders? **Motion:** The Outreach Committee would like to invite the remaining candidates from the April 3<sup>rd</sup>, District 45 election to the next ENC meeting for a short forum.
- G. PLU Outreach** – The PLU Committee is requesting \$1000 for mailers for upcoming notices regarding developments. The \$1000 will cover envelopes, stamps, paper and printing costs. **Motion:** The Outreach Committee is requesting \$1000 to cover the costs of envelopes, stamps, paper and printing costs for the PLU Committee’s Outreach mailer campaigns.

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

- A. Update/Revise the 2015 Outreach Committee Strategic Plan
- B. Area 3 – Dog waste issues – Plan/Call to Action for residents.
- C. Outreach Budget – MER items listed under Outreach and a dedicated budget for Outreach events/promo items.

**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: April 30<sup>th</sup>, Tuesday May 1<sup>st</sup> or May 7<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://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 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](tel:8189716996) o por correo electrónico [enc@socal.rr.com](mailto:enc@socal.rr.com) para avisar al Concejo Vecinal.