



**ENCINO**  
NEIGHBORHOOD COUNCIL

4424 Paso Robles Avenue, Encino CA 91316 Phone: (747) 282-0450

Roy Nwaiser - President  
Jennifer Luce - Vice President  
Shaindi Schwebel - Secretary  
Pilar DeFreest - Treasurer  
Kelvin Tolbert - Sergeant-at-Arms

**MINUTES**  
**ENCINO NEIGHBORHOOD COUNCIL**  
**OUTREACH COMMITTEE SPECIAL MEETING**  
**Monday, September 14, 2026 @ 7:00 PM**

**Women's Club 4924 Paso Robles Ave., Encino, CA 91316**  
**(At the Encino Community Center 4935 Balboa Blvd., Encino, CA 91316)**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle Tepper, al (818) 601-1764 o por correo electrónico [michelle.tepper@encinonc.org](mailto:michelle.tepper@encinonc.org) para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE JANUARY 1, 2026 ENACTMENT OF CALIFORNIA SENATE BILL 707 (DURAZO) AND LA CITY COUNCIL FILE 23-1114, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED VIRTUALLY.

Public Comment: 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. Public comment on agenda items will be heard when the item is up for discussion. **Public comment on agenda items is limited to ONE MINUTE (1) per agenda item.** Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair's discretion.

**Voting Committee Members:** \*Michelle Tepper (Chair), \*Jennifer Maghaddam Novian, \*Roy Nwaiser, \*Pilar DeFreest, \*Jennifer Luce, Tom Koh

**Alternate Voting Committee Members:** \*Anita Kamjoo, Varant Majarian

\*Indicates ENC Board Member or Alternate; no more than five (5) ENC Board Members and/or Alternates may be seated at one time during any ENC Committee Meeting

1. Call to Order / Roll call / Determination of quorum - **Meeting called to order at 7:08pm. All Voting Committee Members are presents, except Tom Koh.**
2. Comments from chair - **none**
3. Reports from Public Officials/Departments/Community Agencies - **none present**
4. Public Comment on Non-Agenda Items. Public comments on non-agenda items are limited to TWO (2) MINUTES per speaker. Time may be adjusted at the Chair's discretion.

## 5. Old Business

- A. Style Guide - Add a QR code and URL to all print marketing. Refine the newsletter headline.
- B. T-Shirts - Roy will order 18 men's shirts for board members to use at events. Shirts are green with Large logo on the back and small logo without the tree on the left front. \$318.19 (includes tax and shipping). Motion was made by Roy: ENC outreach committee recommends the ENC spends up to \$350 for 18 t-shirts with ENC logos. Motion 2nd by Novian. Roll call - have quorum.
  - Roy Nwaiser - yes
  - Pilar DeFreest - yes
  - Jennifer Luce - yes
  - Michelle Tepper - yes
  - Jennifer Moghaddam Novian - yes
- C. Home for the Holidays, An Encino Winter Wonderland Holiday, Sunday December 6th, 4:00pm - 7:00pm Event Update and Budget Review
  - (1) Possible partnership with Encino Community Center and community organizations - Michelle has connected with Aaron at the ECC and will follow up on a rainy day contingency plan and confirm set-up details.
  - (2) Venue and Site Mapping - Discuss power with Aaron (Michelle)
  - (3) Snow Effects (options)
    - a. Magic Snow (Michelle) - Look into purchasing less expensive snow making machines and liquid. Jennifer might have 2 machines to lend.
    - b. Sled hill and snow pile status (Roy) - We need 28 bales of hay for the sled run hill. Tapia Brothers may sell them to us at their cost, but they only have bales of hay during Halloween. They would hold the for us until the event. Sled run company charges \$250 to set up. Roy will confirm details. Insurance: Pilar will submit the Event Application to the city. The sled company is insured. Can a farmer (Novian) or Sepulveda Garden Center (Michelle) take the hay away? Pierce College?
  - (4) Selfie Photo Backdrop (Jennifer L.) - 10'x8' snowy forest backdrop. \$45; use stand from Novian.

- (5) Other Decor - table cloths, lanterns, incidentals, decorations. Silver and white are the main colors. Table centerpieces.
- (6) Food Vendor Commitments and contact DOT - Michelle - ask Denton about blocking off parking. Anita is actively seeking vendors for comfort food, hot drinks, and dessert.
- (7) Caroling
  - (1) Encino public schools - continue to reach out
  - (2) Encino houses of worship - continue to reach out; VBS is a no.
- (8) Other Activity/Contest Ideas - Do we need security? LAPD will be on site if we are expecting over 501 people. Pilar add to the event request.
  - (1) ENC hand out candy canes and chocolate gelt. (Costco?)
- (9) Community Leader Attendance and/or Financial Support Opportunities - EPOA has generously agreed to sponsor the event for \$4,000.

## 6. New Business

- A. Next quarterly newsletter drops on October 1, 2026

## 7. Adjourn

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. Out of an abundance of caution due to the possible attendance and participation of a majority of Encino Neighborhood Council Board Members at this Committee meeting, this meeting is noticed as a Joint Meeting of the Committee and the Board, in adherence with the State's Brown Act. No action will be taken on behalf of the Board at this meeting of the Committee. Only Committee Members are allowed to vote. A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to paragraph (5), to provide public comment until that timed public comment period has elapsed. California Government Code Section 54953.8(b)(6)(A), A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to paragraph (5), or otherwise be recognized for the purpose of providing public comment. California Government Code Section 54953.8(b)(6)(B).

**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](mailto: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](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 Michelle Tepper, Outreach Chairperson, at (818) 601-1764 email at: [michelle.tepper@encinonc.org](mailto:michelle.tepper@encinonc.org).

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

- 4933 Balboa Blvd, Encino, CA 91316
- [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 <https://www.lacity.org/subscriptions>

**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](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.encinonc.org](http://www.encinonc.org)