



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND SPECIAL EVENTS COMMITTEE MEETING AGENDA

TUESDAY, SEPTEMBER 1, 2026 @ 7:00 p.m.
Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304

Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

In conformity with the January 1, 2026 enactment of California Senate Bill 707 (Durazo) and LA City Council File 23-1114, the West Hills Neighborhood Council Special Events Committee Meeting, will be conducted virtually, telephonically and in person. All are invited to attend and participate

- To attend online via Zoom Webinar: Click or paste the following link into your browser: <https://us02web.zoom.us/j/84321090352>
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: 8432 109 0352, then press #.
- To attend in person, please attend Chaminade College Preparatory – Condon Center 2nd Floor, 23241 W.Cohasset Street, West Hills, CA 91304.

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

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| 1. | Call to Order | Mrs. Aida Abkarians, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |
| 2. | Establish Quorum | Mrs. Brenda Citrom, Secretary |
| 3. | Approve Minutes from August 4, 2026 | Mrs. Brenda Citrom, Secretary |
| 4. | Comments from the Co-Chairs | Mrs. Aida Abkarians, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |
| 5. | Public Comments on Non-Agenda Items | Mrs. Aida Abkarians, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |
| 6. | Discussion and possible action regarding the upcoming 8th Annual Halloween Houses Event | Mrs. Aida Abkarians, Co-Chair
Mrs. Charlene Rothstein, Co-Chair |

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. California Government Code Section 54953.8(b)(3).

The legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. California Government Code Section 54953.8(b)(4).

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. California Government Code Section 54953.8(b)(5).

A legislative body that provides a time 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 time 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 to be recognized for the purpose of providing public comment. California Government Code Section 54953.8(b)(6)(B).

Public Input: 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, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

The Americans 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, 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 Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

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

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.westhillsnc.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 the WHNC's executive director via email at michelle.ritchie@westhillsnc.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.westhillsnc.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 Michelle.Ritchie@westhillsnc.org



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT SPECIAL EVENTS COMMITTEE/BOARD MEETING MINUTES

August 4, 2026

Chaminade High School and Online

Attendance: Co-Chair Aida Abkarians, Co-Chair Char Rothstein, Brenda Citrom, Chris Pike, Glenn Jennings, Kim Koerber, Saif Mogri

Online Stakeholders: Steve Randall

Other Board Members present: Brad Vanderhoof, Brian Findling, Carolyn Greenwood, Ilona Iles (Student Representative), Melissa Findling, Penny Newmark

Absent: Joanne Yvanek-Garb

1. Co-Chair Char Rothstein called the meeting to order at 7:05 p.m. A quorum was established. Previous meeting minutes were approved with one correction referring to El Camino Real Charter School incorrectly as El Camino Highschool.

2. HALLOWEEN EVENT:

Carolyn shared a cost comparison for 2024/2025 Halloween and 2025/2026 Valentine's events.

A discussion on whether flyers or social media are more effective, Aida suggested that social media may be more effective and does not carry any costs. There was discussion on what promotional items we still have. A single mug was mentioned and our WHNC blue tote bags.

This prompted a discussion about which bags to use to pass out award items to judges and participants. We all agreed that we should use the WHNC blue tote bags because we still have enough of them left and will help keep costs to a minimum. Penny suggested having Halloween-themed labels for the tote bags. They are very inexpensive, decorative, and commemorative of the event.

A discussion ensued on how many flyers and lawn signs are needed. Steve suggested that the number of flyers be based on how many we typically pass out. Glenn said he normally passes around 40 to 50 flyers out to various businesses in the community. We all agreed that we will use the same image for the flyers as last year because people will recognize the event. Chris will put the flyer on social media. Steve suggested adding a QR code and Chris suggested linking it to the web site. It was decided through mutual agreement that the application should be on the back of the flyers. The application should have the date of judging, date winners will be announced, date for application deadline, and which days the houses in the contest will be open for viewing. Penny asked what metrics we use to determine where people get flyers from – neighbor to neighbor or from stores and businesses in the community.

Aida will call the Rams to see if they will donate towels or pins. She suggested calling real estate agents we know to see if any of them can donate items. She also suggested thinking about emails/letters we can send to places such as Target and other corporate businesses in West Hills to see if they can donate items such as gift certificates, coupons, etc. All of us can ask about freebies and let Aida and Char know.

The participants prefer judging on weekends, not weeknights. Aida suggested first asking Council Member John Lee for his availability between October 18 or October 25. She also suggested using the same judges as last year. Glenn will be a driver. Fran will be the gift coordinator. Melissa will coordinate with Chris on the certificates and present them to Michelle. Deadline for everything with the Halloween event is October 15, 2026.

3. VALENTINES'S DAY SENIOR DANCE

Glenn will contact Roxie, Ryan, or Edwin at Chaminade to ask if we can rent out the Bob Hope room again. Unfortunately, last year the WHNC was ultimately not permitted to use that room due to a school event. Char pointed out that if we have a contract, Chaminade cannot put another event in place of ours. Ilona offered to look into the personnel at Chaminade for us to contact for the room.

Meeting Adjourned at 8:06pm.

2024 Halloween Event

Nothing Bundt Cakes	\$244.80
Jersey Mikes (2 subsbyboxes)	\$290.85
Minuteman Press (8 lawn signs)	\$87.60
Price was originally \$145 before coupon	
Amazon - 96 trick or treat bags	\$121.39
Smart & Final - candy and drinks	\$252.49
Vallley News - advertisement	\$200.00
Minuteman Press - 200 flyers	\$140.16
Total	\$1,337.29

2025 Valentine Dance

DJ	\$475.00
Amazon - helium tank	\$100.86
Amazon - balloons and weights	\$111.44
Ollie (Alejandra -ballons) - labor	\$250.00
Pavillions - ice	\$19.68
Smart & Final	\$715.50
Los Toros - balance for catering	\$942.08
CD 12 paid \$2,297.50	
Total	\$2,624.56

2025 Halloween Event

Smart & Final - candies and drinks	\$223.44
Amazon - 96 trick or treat bags	\$128.88
Krystal Graphics - yard signs and flyers	\$221.70
Total	\$574.02

2026 Valentine Dance

DJ - Picture Perfect	\$500.00
Los Toros - balance for catering	\$952.08
CD 12 paid \$2,297.50	
Ollie (Alejandra for ballons)	\$667.52
included \$102.02 for insurance	
Smart & Final	\$995.42
Pavillions - 2 cakes	\$171.98
El Camino - staff	\$150.00
Total	\$3,437.04