

MINUTES
Inter-Neighborhood Council Organization (INCO) Executive Board Meeting
Wednesday, February 11, 2026

A. ROLL CALL

At 6:00 p.m., Chair Diana Velzy called the meeting to order. Present were: Chair Velzy, 1st Vice Chair Lissa Hewitt, 2nd Vice Chair Isaac Khalaf, 3rd Vice Chair Daniel Alvarez and 4th Vice Chair Doug Tauber.

Bryce Canyon North Chair Jon Huycke was present.

A quorum of members was present.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of January 14, 2026
RECOMMENDATION: Approve.
ACTION: Motion by Daniel Alvarez, second by Isaac Khalaf to approve the minutes. Doug Tauber abstained. Minutes were approved.

C. PUBLIC COMMENTS

None.

D. BUSINESS

1. SUBJECT: INCO Goals & Action Items
RECOMMENDATION: That the INCO Executive Board discuss previously approved 2026 goals, consider any modifications, and develop associated action items.

Goal: Increase membership at INCO general membership to 25 participants

- E-Board members to reach out to chairs prior to meeting to invite them
- Encourage chairs to identify a backup rep from their NC if they cannot attend

Goal: Increase involvement in INCO and the Neighborhood Council program through City events and Neighborhood Council reactivations

- Invite students from Oxnard College to participate in INCO
- Outreach to high schools to encourage student participation in INCO
- Focus on reactivation for neighborhoods that have never been active, haven't been active in a while, or have incomplete e-boards
- Organize pilot program pop-up event in the community to promote INCO and Neighborhood Councils
- Continue to participate in City events

Goal: create a living document with the status of all Neighborhood Councils and identify the top three (3) issues facing all Neighborhood Councils

- Develop and execute method for collecting top three issues facing all neighborhood councils; Samantha to develop Google Form with this question and send it out to Neighborhood Chairs prior to March general meeting.

Goal: update a best practices document to support Neighborhood Chairs

- Jon Huycke will lead the effort. He provided an outline, received feedback from members, and will develop a first draft of the document for the group's review.

2. SUBJECT: 2026 Candidate Forums

RECOMMENDATION: That the INCO Executive Board discuss the 2026 candidate forum for the June primary election.

Clerk Luly Lopez provided clarification on the nomination period for the June primary election (runs 2/9-3/6). February 4th date was for individuals who wanted to gather signatures in lieu of the filing fee. Luly will come to next INCO meeting to provide more information as it becomes available. She also shared that Congresswoman Brownley is retiring and the nomination period for that position will be extended an additional five days.

Ronald Arruejo will present at the March general meeting to discuss the candidate forums.

3. SUBJECT: INCO Subcommittees

RECOMMENDATION: That the INCO Executive Board receive an update, followed by discussion.

Activation: working on activation for Terrace Estates, Fremont North, Tierra Vista, Villa Capri. Kamala Neighborhood Council may need assistance with gaining volunteers for their executive board. Isaac has a tentative lead on the Sea Air neighborhood; need to refer to bylaws for process. Lissa working on Marina West.

4. SUBJECT: INCO General Membership meeting

RECOMMENDATION: That the INCO Executive Board discuss and set the agenda for the next INCO General Membership meeting.

March: City Manager presentation, Candidate Forum discussion

Future meetings: Code Compliance, General Discussion on Measure O, ways to get involved in CAGs and outside groups.

E. EXECUTIVE BOARD REPORTS

Khalaf - clarification on Measure O item that city clerk brought

Tauber - appointment to Airport Advisory Commission; 2nd Wednesday of each month conflicts with e-board meetings, would like to consider rescheduling e-board meetings when possible.

F. ITEMS FOR FUTURE CONSIDERATION

1. Candidate Forum
2. Subcommittees
3. INCO General Membership Meetings
4. Follow up on action items and goals

G. ADJOURNMENT

Without objection, Chair Velzy adjourned the meeting at 7:52 PM

Samantha Shapiro

Samantha Shapiro, Secretary

Diana Velzy

Diana Velzy, Chair