

City of Los Angeles  
CALIFORNIA



**Sherman Oaks  
Neighborhood Council  
Outreach Committee  
Regular Meeting (Virtual)  
DRAFT Minutes**

**Tuesday, April 19th, 2022  
7:00 p.m.**

SHERMAN OAKS  
NEIGHBORHOOD  
COUNCIL

P O Box 5721  
Sherman Oaks, CA  
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[www.shermanoaksnc.org](http://www.shermanoaksnc.org)

OR CONTACT  
Department of  
Neighborhood  
Empowerment linked  
through our website  
under "Resources"

**Committee Members:**

Harold Shapiro – Chair  
Kira Durbin  
Pamela Harris  
Jeffrey Hartsough  
Lindsay Imber  
Caden Kang  
Sarah Manuel  
Neal Roden

**To access the original recording of this Virtual Meeting on the Zoom Platform:**

**Click or Cut and Paste:**

[https://us02web.zoom.us/rec/share/ih6slzTvsaeD2A9hGW16ZArUYaK3iibNB6j7p\\_P6T1R4y7H9xuHaT4zL1nwoMkg.trLu5PCqKvU7ky0A?startTime=1650420362000](https://us02web.zoom.us/rec/share/ih6slzTvsaeD2A9hGW16ZArUYaK3iibNB6j7p_P6T1R4y7H9xuHaT4zL1nwoMkg.trLu5PCqKvU7ky0A?startTime=1650420362000)

**Meeting Minutes**

1. **Call to Order and Welcome** *The meeting was called to order at 7:06 PM and conducted by Outreach Chair Harold Shapiro*
2. **Roll Call and Introductions** *conducted by Committee Member Sarah Manuel.  
Present: Kira Durbin, Jeffrey Hartsough, Sarah Manuel, Neal Roden  
Harold Shapiro (5)  
Absent: Pamela Harris, Lindsay Imber, Hayden Ranshaw (3)  
A quorum was achieved.*
3. **Administrative Motions:** *(taken out of order)*
  - A. Approval of Prior Meeting Minutes
    - a. A motion to approve the March 15th, 2022 – DRAFT - Regular Meeting Minutes  
*Moved by Neal Roden, seconded by Jeffrey Hartsough  
Meeting minutes approved as presented by a roll call vote of 4-0-1.  
Yes - Hartsough, Roden, Manuel, Shapiro  
Abstain - Durbin*

- b. A motion to approve the February 15th, 2022 – DRAFT - Regular Meeting Minutes

*Moved by Jeffrey Hartsough, seconded by Neal Roden*

*Meeting minutes approved as presented by a roll call vote of 4-0-1.*

**Yes** - Hartsough, Roden, Manuel, Shapiro

**Abstain** - Durbin

- c. Approval of Caden Kang, Youth Representative, as new member of SONC Outreach Committee

*Motion approved as presented by unanimous consent.*

**Yes** - Durbin, Hartsough, Roden, Manuel, Shapiro

- 4. **Chair's Report:** *Presented by incoming chairperson Harold Shapiro*  
*BONC reversed its stance on Digital Media Policy. It is to take effect on October 4th, 2022. Overview on proper posting of events to website*

#### 5. **Project Updates & Discussion**

*Public Comment was allowed for each sub-agendized item.*

- A. *Spring Tree Giveaway - presented by Jeffrey Hartsough - all set with VN/SO park and City Plants. Volunteer sign-ups filled sufficiently. Reminder notice to SONC subscriber base via Constant Contact will be sent this coming week by Sarah Manuel.*
- B. *Ventura Blvd. Community Clean Up - presented by Neal Roden - Volunteers Cleaning Communities (VCC) to provide a map of where base locations along Ventura Blvd. will be located. For SO it will be Kester & Ventura. Volunteers from Notre Dame obtained. Further promotion needed - Sarah Manuel will include the VCC flier with the Tree Giveaway flier in the SONC subscriber list Constant Contact email.*
- C. *Utility Box Painting/Design - Sarah Manuel & Jeffrey Hartsough - The SO Chamber Foundation is anxious to move forward. SONC is still searching for an indigenous artist and/or designer. If not obtained/identified in the coming month or so, project direction will fall back and try different avenues.*
- D. *Business Cards - Jeffrey Hartsough - agreement that any member of SONC (chairperson/council member/committee member) would be allowed to request business cards. Jeffrey will follow up and poll everyone to see if they would like to have them*
- E. *SONC website status - Harold Shapiro*
  - a. *Follow-up on telephone number access and use questions from previous meeting - Jeffrey Hartsough - we need to assign a resource who can be responsible to check the voicemail messages once or twice a month (or more frequently) and to listen to the backlog of messages. Jeffrey will look into seeing if the recorded messages can be transcribed and sent via an email message automatically with the current A.T.&T. service to a*

*distribution list or assigned resource. Google has a comparable method - needs researching.*

- F. Stakeholder interest form - *Will include in upcoming Ziff Flyer and perhaps post on SONC website. An upcoming President's message in Ziff flyer will cover.*
  - G. Summer Movie Series - *Jeffrey Hartsough, Sarah Manuel - funding is approved for June screening from 2021-22 fiscal budget. An issue needs to be addressed with July and August screening costs coming from next fiscal year funds. Committee needs to identify/choose the 3 film titles, - want to target different demographics with each film, but keep it geared toward family entertainment (nothing more than PG ratings). Each committee member was requested to submit at least 3 film suggestions. Jeffrey Hartsough will compile the responses. Pre-movie entertainment needs to be finalized. Sarah Manuel suggested a costume/dress-up event film choice and also perhaps having some SONC branded blankets to give out.*
  - H. The Ziff Flyer & Social Media Platforms - *Sarah Manuel & Harold Shapiro*
- 6. Public Official Comment:**  
*No Public Officials were in attendance*
- 7. Public Comment:** *There were No Public Comments.*
- 8. Discussion of Social Media/ Social Media marketing.**  
*Deferred to next meeting*
- 9. Hauptwerk Software** - *Jeffrey Hartsough - licensing is confirmed acquired, and access is in place*
- 10. New Business** – *Items for consideration for next Agenda(s) - none made/received*
- 11. Announcements**  
*Next Outreach Meeting, May 17th, 2022, 7pm*
- 12. Adjournment** - *meeting adjourned at 9:17 PM by Harold Shapiro*

**The draft minutes have been respectfully submitted by Harold Shapiro, 5/14/2022 @ 2:07pm**