

**Sherman Oaks  
Neighborhood Council**

**Executive Committee**

Howard Katchen President  
Martin Hernandez, 1st VP  
Liel Endashaw, 2nd VP  
Jeffrey Hartsough, Treasurer  
EL-Bethel Debela, Secretary

**CITY OF LOS ANGELES  
CALIFORNIA**



**Sherman Oaks  
Neighborhood Council**

**Executive Committee Meeting  
VIRTUAL - ZOOM**

**Minutes**

Tuesday August 5th, 2025, 6:30 pm.



Sherman Oaks  
Neighborhood Council P.O.  
Box 5721  
Sherman Oaks, CA 91413

Website:  
[www.ShermanOaksNC.org](http://www.ShermanOaksNC.org)

*The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.*

**1. Call to Order**

- a. Howard Katchen, President, called the meeting to order at **6:32pm.**
- b. President's appointment of SONC Board Members to Executive Committee panel for the balance of the meeting pursuant to standing rules : *one*

**2. Roll Call**

- a. El-Bethel Debela, Secretary, called the roll.
  - i. **Present: (4) Jeffrey Hartsough, Leilt Endashaw, Howard Katchen, EL-Bethel Debela**
  - ii. **Absent: (1) Martin Hernandez**
  - iii. **SONC Board Members: (1) Lindsey Imber**

**3. General Public Comment on non-agenda items - *no remarks from the public***

**4. Finance Committee & Fiscal Business- Jeffrey Hartsough, Treasurer**

City clerk will close the books at the end of the fiscal year

Rollover of remaining 2025 funds into 2026 budgets

Estimated Rollover is around 17,000 by end of august

Finance Committee seeking new members

Join and learn how funding requests are made and submitted, understand the process of presenting motions through committees, and gain insight into how requests move into the finance committee and the board.

## 5. Executive Committee Items

### a. Approval of prior meeting Minutes

*Motion to approve Executive Committee meeting minutes for July, 2025*

**MOVED:** Jeffrey Hartsough **SECOND:** Leilt Endashaw

**YES:** Hartsough, Endashaw, Katchen, Debela **(4)**

**NO: (0) / ABSENT:** Hernandez **(1) / ABSTAIN: (0)**

**item 5a carries unanimously /-4-0-1**

### b. Approval of President & Chair's Board or Committee Appointments

*Motion to approve Outreach Committee appointee – Lance Khazei*

**MOVED:** Endashaw **SECOND:** Hartsough

**YES:** Hartsough, Endashaw, Katchen, Debela **(4)**

**NO: (0) / ABSENT:** Hernandez **(1) / ABSTAIN: (0)**

**item 5b carries unanimously /-4-0-1**

*Motion to approve Government Affairs Committee appointee – Kira Durbin*

**MOVED:** Lielt Endashaw **SECOND:** Hartsough

**YES:** Hartsough, Endashaw, Katchen, Debela **(4)**

**NO: (0) / ABSENT: (1) Hernandez / ABSTAIN: (0)**

**item 5b carries unanimously /-4-0-1**

### c. Board resignations: Row Zadeh Area 6-B & Carter Ranshaw Area 3-CI

*Hunter Laplante will take the Area 3 seat Carter Ranshaw Occupied*

### d. Items For Discussion and Possible Actions or motions

#### 1) Board Members and Committee Members Attendance (SONC By Law Section 7)

SONC Bylaws detail no unexcused absences permitted, 4 absences within a 12 month period will result in automatic removal from their seat (if enforced)

A warning notice will be sent via email if a member has 3 absences, and if 1 more absence occurs they will be removed from their seat.

An Attendance report from July 2024 -July 2025 Shows at risk members:

**Levon Baronian** – 6 absences (exceeded limit)

**Tom Materna** – 4 absences (at limit; 1 more jeopardizes seat)

**David Silverman** – 3 absences (warning required)

**Kylee Pena** – 3 absences (warning required)

**Ryan Ahari** – 3 absences (warning required)

**Lindsey Imber** – 3 absences (warning required)

Remind all board members of attendance requirements under SONC bylaws.

Send Notices to members with 3 absences

Review and discuss possible modifications to attendance bylaws  
Establish clear process for monitoring and reporting attendance  
Reinforce commitment to following bylaws consistently

### **2) Board Members Committee Participation**

Under the standing rules and procedures it states that each board member must serve on at least one standing SONC committee,  
To ensure compliance, give reminders at upcoming Board Meeting  
NO enforcement of participation of members in committees, hopefully a reminder is sufficient.  
(Standing Rules, Policies & Procedures A-2)

### **3) SONC Website Management**

Website has been in a disarray: many sections of the website are not working  
Lack of consistent headshots for all neighborhood Council Members, and missing/incomplete information about personnel  
Key Priorities- ensure all members are listed and identifiable on the website, upload headshots for every member, keep agendas and minutes regularly updated and posted, and to assign a general point of contact (liaison) for website issues.  
Each committee chair should be responsible for their own committee's content on the website and to ensure agendas, minutes, and updates are accurate and timely.  
*Kira Nominates Lindsay as the liaison*  
*Lindsey Imber departed at 6:58 PM*

### **4) SONC phone message and post office box monitor**

Post Office box is currently monitored by Jeffrey and mail is picked up weekly  
Mail primarily consists of PLUM committee correspondence, bills, and occasional Neighborhood Purpose Grants  
PO Box is sufficiently monitored  
Whether we have access to phone messages is still unclear  
Jeffrey will attempt to determine how to access messages  
Howard has volunteered to monitor phone messages and distribute the messages or calls to the appropriate individuals

### **5) Board meetings remainder of 2025:**

Originally Scheduled for Monday, October 13  
Conflict is Columbus Day/Indigenous Peoples' Day  
Confirmed Change is Monday, October 20  
Location: Van Nuys Adult Center.

### **6) Ad Hoc Committee**

Review and suggest possible changes to By Laws relative to recent elections and broader community participation, etc.  
Last Bylaw review period occurred 2 years ago  
Current review period is open until April 1, 2026

City Clerk Has Set an early deadline for election-related bylaws

It is important to avoid delays that affect elections or community participation.

Address changes relative to recent elections

Explore revisions to improve broader community participation

Conduct an overall review of bylaws for clarity, consistency, and relevance

Consider acting on proposed changes as if already approved (only where/when allowed)

Permissible only if changes do not affect election rules

The Ad Hoc Bylaws Committee shall be created for this review, and membership is limited to board members (per rules)

Their roles consist of reviewing, drafting, and recommending revisions/amendments

Executive Committee members may serve as fallback/oversight if necessary

Next steps are to form the adhoc committee and appoint a chair

Begin the review process promptly and submit proposed amendments to the Department of Neighborhood Empowerment (DONE) by April, 2026.

### **7) Ad Hoc Committee – Plan SONC Board Retreat**

The last retreat was when Jeffrey served as president

Would take place to help learn committees, make suggestions and plan a committee, set up a time, get done by the time to approve

Bring this up to the board meeting on Monday.

### **8) Create Student Youth Committee**

Purpose would be to engage youth of Sherman Oaks in local civic life and SONC activities

Promote civic awareness, participation, and leadership among young residents

Provide a platform for youth to connect with peers and contribute to the community

Encourage youth-driven goals, initiatives, and projects that can be measured and evaluated

Leadership Structure would be the SONC Youth Representative who serves as chair and the Youth Member Alternate as the Vice Chair.

Committee membership and leadership approved by the Executive Committee

Encourage enthusiasm through hands-on projects, civic education, and peer connection

Establish first meeting to define committee goals and priorities for 2025

### **9) Correspondent Secretary and Administrative Secretary Positions**

**Primary Responsibilities include** ensuring compliance with SONC bylaws and procedures

Maintain **official contact roster** and submit to DONE as required

Keep **meeting attendance records**, Track board member absences, Notify the President when a member is nearing violation of the absence policy, Oversee **compliance records**, including, Board member training deadlines, Notification of expiring trainings

Serve as SONC's **official recording officer** at Executive Committee meetings and Board meetings

Ensure **minutes** are properly recorded, finalized, and posted The **Assistant/Administrative Secretary (Appointed by President – Support Role)**

**Their Primary Responsibilities include** Serve as **backup to the Secretary** in the event of absence, share/divide tasks with the Secretary as assigned, provide **administrative support** such as, drafting minutes or assisting with notes during meetings  
Assisting in posting minutes, agendas, and other documents  
Supporting maintenance of attendance, compliance, and training records  
Assist with communications as needed (distribution of notices, updates to board members, etc.)  
Help maintain an **organized workflow** to ensure deadlines and reporting requirements are met  
Making a clear job description for both roles ensures the job is done well

#### **10) Hybrid meeting equipment**

Purpose of purchasing the hybrid equipment is to improve hybrid meeting capabilities to create more participation for both in-person and virtual attendees  
Increases community engagement, and creates an inviting and functional environment for all members  
Next steps are to engage with DONE and the ITA  
Speak with them about past plans made during covid, to determine if those resources were useful and still relevant  
Useful to have this conversation at the retreat to figure out the next steps

#### **11) Board meeting speakers**

Invite a guest speaker to each of the upcoming SONC meetings to share valuable insights  
Promote speakers in advance and ensure their presentations are recorded for future use so they can be accessible via newsletters or social media  
September Speaker will tackle immigration issues in the city, and the speaker is the information officer from the city's Department of Civil rights  
Ensure that at least one person knows who the speaker is one month in advance so there is enough promotion time  
Create an online library full of all our guest speakers to build a legacy of knowledge sharing through the guest speaker series  
Community Based Organizations that specialize in areas that we want to educate people in and inform them to help them make the community aware and wiser in terms of what they present.

#### **12) 2025 Empower LA Awards: Nominations deadlines August 31st**

Empower LA Awards recognize Neighborhood councils that excel in civic engagement or community benefiting projects  
SONC Achievement to highlight is the innovative meeting format by offering a 10-minute break during meetings, allowing representatives, stakeholders, and government officials to connect, discuss, and resolve issues.  
This initiative is a great example of how a neighborhood council can enhance civic engagement and foster meaningful interaction between community members and officials.  
Consider self-nominating for the award  
Review the criteria for the Empower LA Award  
Craft a compelling nomination that highlights SONC's achievements, particularly the meeting

format and community-focused initiatives  
Submit the nomination before the August 31 deadline

**6. Agenda Items for Upcoming SONC Board Meeting Agenda motions to date**

**Finance:** (see Item #4).

1) SONC Monthly Expenditure Report (MER) June 30, 2025

Last expenditure for FY25 explains why rollover of funds wont happen till end of August

2) 2025 Sherman Oaks Street Fair – October 19, 2025

The Sherman Oaks Chamber of Commerce is hosting the Street Fair on the 3rd Sunday of October the fair is expected to draw thousands of people

Streets closed: Van Nuys Blvd to Kester Ave

Activities: Carnival, retail, food, advertising

Discussion: SONC's participation and how to engage with the event as a neighborhood council

3) 2025 RAP Fall Festival and SONC Movie Night – October 25, 2025

Recreation and Parks (RAP) has invited SONC to collaborate on a movie night as part of the Fall Festival

Discussion: SONC's role in promoting and participating

**Outreach:**

Committee presentation of the Social Media Plan Proposal

**Gov't Affairs:**

1) Support: CF 25-0002-S66. SB 48 (Gonzalez) / Safe Access of School Sites Act / Federal Immigration Enforcement Agents / Student Data Protection.

2) Support: CF 25-0314. Advisory Group on the City's Finances and Budget / Financial Crisis / Long-Term Fiscal Health.

3) Neighborhood Council Communication with Nonmunicipal Government.

**7. Executive Committee Member Announcements**

Jeffrey Promotes the upcoming movie night on August 23

Wants members to give out informational cards to the ten local schools in our area

New board members to complete required trainings before the retreat

DONE offers ample resources on the training process

**8. Adjournment**

**Meeting adjourned without objection at 7:56 pm**

Respectfully submitted

EL-Bethel Debela