

Committee Members:

Sarah Manuel – Chair
 Kira Durbin
 Jeffrey Hartsough
 Gil Imber
 Neal Roden
 Harold Shapiro

Alternates
 Marcus Zimmerman
 Hayden Ranshaw
 Levon Baronian
 Sidonia Lax
 Sue Steinberg

CALIFORNIA

**Sherman Oaks Neighborhood Council
 Outreach Committee
 Regular Meeting Agenda**

Tuesday, February 18th, 2020 7:00 p.m.

**David Ryu CD4
 Sherman Oaks Field Office
 14930 Ventura Boulevard, Suite 210
 Sherman Oaks, CA 91403**

**SHERMAN OAKS
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**Department of
 Neighborhood Empowerment
 linked through our website
 under "Resources"**

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AGENDA -- Minutes

- 1. Call to Order and Welcome @ 7:09**
- 2. Roll Call and Introductions -- Neal Roden, Harold Shapiro, Kira Durbin, Hayden Ranshaw, Sarah Manuel -- Absent Gil Imber, Jeffrey Hartsough**
- 3. Approval of Prior Meeting Minutes**
 - January 21st, 2020 – Minutes -- approved.
- 4. Chair's Report**

5. Public Comment: Comments by the public on non-agenda items within the SONC Outreach Committee's jurisdiction - N/A.

6. Discussion –

- a. Discussion – SONC Website -- updates from Gil Imber & Harold Shapiro. **Create guidelines for website editing & job description.**
 1. Next steps include Harold Shapiro -- write up 10-20 question grading scale. Include key website requirement components and costs.
 2. Schedule Website vendor special presentation meeting for March/April. -- **Harold Shapiro -- will email committee members & vendors to coordinate meeting time for special public meeting.**

- b. Discussion – Newsletter
 1. SONC Newsletter Editor -- assign committee members: _____ and _____ . **Kira Durbin & Sarah Manuel**
 2. Prepare newsletter: identify structure, publication cycle and schedule deadlines for submissions. **Create guidelines for Newsletter & job description.**
 3. Include events/meeting in community, SONC Committee meetings and any'all other submissions deemed appropriate.
 4. Set-up SONC Newsletter submission email and auto-response. "Thank you for your submission. We will consider it for publication. For more information about SONC visit ShemanOaksNC.org." Use NewsletterSubmissions.SONC@gmail.com and create password. Email information to committee members so there can be multi access and submissions organized by Newsletter Editors.
 5. Sarah Manuel will request Committee chairs to submit 2-4 sentence summary report for the Newsletter. Outreach will include publication cycle, request key event dates and any other pertinent information.
 6. Upon Newsletter completion submit to SONC President in PDF format. Deadlines to be scheduled.

- c. Discussion – Possible 2020 Outreach events and opportunities
 1. Spring Tree Giveaway Volunteer Coordinator Assignment -- Committee Member: _____ - **Neal Roden**
 2. Send out Volunteer Sign-up Sheet for Spring Tree Giveaway to SONC Board members. Include Uniform request -- SONC Royal Blue Polos & Name Badge. Write up blurb on what to expect. Board member attendance template on Outreach Google Drive -- "Spring Tree Giveaway Sign-up".

**by Sarah Manuel. Seconded by Harold Shapiro. Vote - Yes - 4, No - 0,
Abstain - 0. Committee approved.**

- 8. Announcements** on items within the SONC Outreach Committee's jurisdiction
- Next Meeting, Tuesday, March, 17th, 2020 CD4 Office**
 - Spring Tree Giveaway, March 21st, 2020 - VNSO Park**

- 9. Adjourn 9:09pm**

Submitted: Sarah Manuel 12:45p 2/19/2020