

Committee Members:  
 Sarah Manuel – Chair  
 Kira Durbin  
 Pamela Harris  
 Jeffrey Hartsough  
 Gil Imber  
 Hayden Renshaw  
 Neal Roden  
 Harold Shapiro  
 Marcus Zimmerman

CALIFORNIA



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

**Tuesday, May 18th, 2021  
 7:00 p.m.**

**Virtual Meeting**

SHERMAN OAKS  
 NEIGHBORHOOD  
 COUNCIL

P O Box 5721  
 Sherman Oaks, CA  
 91413  
 (818) 503-2399

[www.shermanoaksnc.org](http://www.shermanoaksnc.org)

OR CONTACT

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

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**Webinar ID: 836 2315 4607**

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IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF SHERMAN OAKS NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) and enter "134129" and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** The public is requested dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. 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, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

*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.*

## AGENDA

1. **Call to Order and Welcome** Chair, Sarah Manuel @ 7:06pm
2. **Roll Call and Introductions** Chair, Sarah Manuel, Committee Member, Gil Imber, Quorum of 6, Present: Sarah Manuel, Kira Durbin, Pamela Harris, Gil Imber, Neal Roden, Harold Shapiro. Absent: Jeffrey Hartsough, Hayden Ranshaw, Marcus Zimmerman.
3. **Administrative Motions: ACTION ITEM. ROLL CALL VOTE REQUIRED.**
  - A. Approval of Prior Meeting Minutes
    - i. April 20th, 2021 – Regular Meeting Minutes --  
**ACTION ITEM. ROLL CALL VOTE REQUIRED.**

*A motion was presented to approve the prior meeting minutes of Outreach's Regular Meeting Minutes. The motion was approved by Harold Shapiro and seconded by Neal Roden. The motion passed with 6 yays and 3 absences. Yays: Sarah Manuel, Kira Durbin, Pamela Harris, Gil Imber, Neal Roden, Harold Shapiro. Absent: Absent: Jeffrey Hartsough, Hayden Ranshaw, Marcus Zimmerman.*

4. **Chair's Report: 3 minutes**, Sarah Manuel
5. **Project Updates & Discussion (20 minutes)** *Please see supporting documentation. 1 - minute Public Comment for each sub-agendized item.*
  - A. Neighbor Assistance Program - Marcus Zimmerman *Review of supporting documentation, new flyer designed by Hayden Ranshaw.*
  - B. Working Group - Kira Durbin, Pamela Harris *Updates provided.*
  - C. Webcorner Update - Harold Shapiro - *Update provided by Harold Shapiro.*
  - D. Website - Gil Imber *Update provided.*
  - E. Newsletter - The Ziff Flyer & Social Media Platform Metrics - Sarah Manuel *Update provided.*
  - F. SONC Election 2021 - Sarah Manuel *Update provided*
6. **Public Official Comment: 2 minutes each** *Comments by public officials*  
*A comment was made by 2 public officials.*
7. **Public Comment: 2 minutes each** *Comments by the public on non-agenda items within the SONC Outreach Committee's jurisdiction.*  
*No comments were made at this time.*
8. **Street Clean Up Discussion**  
*A discussion was held, tasks were assigned.*

**9. SONC Virtual Movie Series -- ACTION ITEM. ROLL CALL VOTE. (20-minutes)**

- A. A motion to approve the expenditure of up to \$200 for the Lite Edition Subscription licensing pricing of Hauptwerk software for Outreach efforts including but not limited to a Public-domain [family-friendly cartoons with the musical accompaniment by professional musician, Gil Imber](#). The licensing and software will be owned by SONC and administered by Gil Imber. Please see supporting documentation. **ACTION ITEM. ROLL CALL VOTE.**

Motion 9A was presented to committee and was not approved.

- B. A motion to approve the expenditure of up to \$400 for the Advance Edition Subscription licensing pricing of Hauptwerk software for Outreach efforts including but not limited to a Public-domain [family-friendly cartoons with the musical accompaniment by professional musician, Gil Imber](#). The licensing and software will be owned by SONC and administered by Gil Imber. Please see supporting documentation. **ACTION ITEM. ROLL CALL VOTE.**

*Motion 9B was presented and approved by Pamela Harris and Seconded by Kira Durbin. The motion did not pass as there was 1 yays, 4 nays, 1 abstaintention and 2 absences. Yays: Pamela Harris, Nays: Kira Durbin, Gil Imber, Neal Roden, Harold Shapiro, 1 abstaintention, Sarah Manuel, and 3 absences, Jeffrey Hartsough, Hayden Ranshaw and Marcus Zimmerman.*

- C. A motion to approve the expenditure of up to \$700 for the Advance Edition Perpetual licensing pricing of Hauptwerk software for Outreach efforts including but not limited to a Public-domain [family-friendly cartoons with the musical accompaniment by professional musician, Gil Imber](#). The licensing and software will be owned by SONC and administered by Gil Imber. Please see supporting documentation. **ACTION ITEM. ROLL CALL VOTE.**

*Motion 9C. was presented and approved by Harold Shapiro and Seconded by Neal Roden. The motion passed with 5 yays, 1 nah, 2 absences. Yays: Sarah Manuel, Kira Durbin, Gil imber, Neal Roden, Harold Shapiro. Nays: Pamela Harris. Absences: Jeffrey Hartsough, Hayden Ranshaw and Marcus Zimmerman.*

**D. Virtual Movie Series Discussion and Schedule (10-20 minutes)**

*A discussion was held and dates were discussed to schedule the Virtual Movie Series.*

- 10. Branding Kit Discussion and Development of Mailing Lists** - Assign a project lead, Sarah Manuel

*Item 10 was deferred to next meeting.*

- 11. New Business** – Introduction topics for consideration of the Outreach Committee at future meetings: **(5 minutes)** *Public Comment for each sub-agendized item.*

- A. Other items for consideration for next Agenda(s)  
B. Back to School Drive in the Fall  
C. Painting in the Park

*New business was discussed.*

- 12. Announcements** on items within the SONC Outreach Committee's jurisdiction

- ☐ **The Valley of Change - 2nd Saturday of the Month, Next one was May 15th- Helping Friends in Need**
- ☐ **Next Outreach Meeting, June 15th, 2021, 7pm**
- ☐ **NHIFP is seeking volunteers, Email Barbara @ [bjavitz@gmail.com](mailto:bjavitz@gmail.com)**
- ☐ **LA Works is always looking for Volunteers**

**13. Adjourn at 9:31pm**

*Minutes were submitted respectfully by,  
Sarah Manuel, Chair, Outreach, 5/20/2021*

**THE AMERICAN 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, assisted 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](mailto:NCsupport@lacity.org)

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[Gil.Imber.SONC@gmail.com](mailto:Gil.Imber.SONC@gmail.com).

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