

**Committee Members:**

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

City of Los Angeles  
 CALIFORNIA



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

**Tuesday, June 21st, 2022  
 7:00 p.m.**

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"

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

**Click or Cut and Paste:**

[https://zoom.us/rec/play/PESa\\_mpYB4XoE27cohT9vF3Ex-KQQdANRbuYP5\\_6M0zy-WYdKMOhy5xVUXx8sK9S9DF7X\\_WIII2DinXB.3QdVDuM6XXGCHCTu?autoplay=true](https://zoom.us/rec/play/PESa_mpYB4XoE27cohT9vF3Ex-KQQdANRbuYP5_6M0zy-WYdKMOhy5xVUXx8sK9S9DF7X_WIII2DinXB.3QdVDuM6XXGCHCTu?autoplay=true)

### Meeting Minutes

1. **Call to Order and Welcome** *The meeting was called to order at 7:01 PM and conducted by stand-in Outreach Chair Sarah Manuel*
  - a. Roll Call and Introductions
 

*Present: Kira Durbin, Jeffrey Hartsough, Lindsay Imber, Sarah Manuel, Neal Roden, Pamela Harris, Caden Kang*

*Absent: Harold Shapiro, (1)*

*A quorum was achieved at 7.*
2. **Administrative Actions:**
  - a. Approval of Prior Meeting Minutes
 

A motion to approve the May 17th, 2022 – DRAFT - Regular Meeting Minutes  
*Moved by Pamela Harris, seconded by Jeffrey Hartsough*  
*Meeting minutes approved as presented, roll call vote of 7 yes, Kira Durbin, Jeffrey Hartsough, Lindsay Imber, Sarah Manuel, Neal Roden, Pamela Harris, Caden Kang, 0 no, 0 abstention, with 1 absent.*

**3. Chair's Report:** *Presented by stand-in chairperson Sarah Manuel*

- a. *SONC Summer Movie Series - first 2 film selections made, 3rd film still not locked in, will be partnering with CD4 Council Office*
- b. *2023 Neighborhood Council Elections - even numbered areas in scope, Election Information Worksheet needs to be completed and submitted to City Clerk by 8-1-2022*

*A very brief report was presented.*

**4. Public Official Comment:**

*Ryan Ahari - CD4 Council office, anticipated 7pm arrival time for Councilmember Raman to attend the Summer Movie Series on Saturday, the 25th of June. July 9th Clothing Drive, flyer available on SONC Website.*

**5. Public Comment:** *There were No Public Comments.*

**6. Project Updates & Discussion**

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

- a. *Summer Movie Series - Jeffrey Hartsough - logistics being handled by JH. Process has proven to be challenging. Other city vendors anticipated participation.*
- b. *Utility Box Painting/Design - Pamela Harris - First submission received, viewable in supporting documents. Request for flier to be featured on main feed with promotional content.*
- c. *Business Cards - Jeffrey Hartsough - Business card status provided by P. Harris to be ordered.*
- d. *Stakeholder interest form - interactive form created by Lindsay Imber reviewed and methods for how it could be utilized discussed, 1 change requested, possible addition of election interest question*
- e. *Status on Earth Day Clean Up event - Neal Roden - may do another event in the fall with VCC*
- f. *Hello Spring Free Tree Giveaway event - Jeffrey Hartsough - turnout from public was good, 200 trees adopted, minor hiccups from City Plants computer system not working correctly*

**g. SONC website status - Harold Shapiro**

*i. Follow-up on telephone number access and use questions from previous meetings - what automated options are available for transcription or call notification - Google Voice is a free option, but would need to change phone number. Will need to designate a primary and secondary resource on SONC to monitor the calls*

*ii. Agenda Request submission capability - committee chairpersons failing to utilize properly, not monitoring their queue, not flagging agenda request status, committee chairs should turn off the feature if they are not going to use it*

h. The Ziff Flyer - Harold Shapiro - *looking for feedback on May issue and general format, metrics indicate 50% opens out of 3300 addresses sent to, 200 bounced because of bad addresses in database, 0 unsubscribes, 96% of readers are on a PC, 4% use mobile devices to read the newsletter*

**7. Discussion of Social Media platforms.**

*Facebook, Nextdoor.com, Youtube are being used, Twitter & Instagram are not Passwords are needed, a resource should be found to handle posting*

**8. Hauptwerk Software** - *Lindsay Imber has confirmed software is installed and ready for use*

**10. New Business** – *Items for consideration for next Agenda(s) - none made/received Art event*

**11. Announcements**

*Next Outreach Meeting, July 19th, 2022, 7pm  
Streee Fair to return to Sherman Oaks - Oct 16th*

**12. Adjournment** - *meeting adjourned at 8:33 PM by stand-in Chair, Sarah Manuel*

**The draft minutes have been respectfully submitted by Sarah Manuel, 7/14/2022 @ 3:42pm**