

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, April 20th, 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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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.

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*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  
*The meeting was called to order at 7:05pm by Outreach Chair, Sarah Manuel*
2. **Roll Call and Introductions** Chair, Sarah Manuel, Committee Member, Gil Imber  
*Committee Member Gil Imber conducted Roll Call and the following were present at the time of Roll Call: Pamela Harris, Gil Imber, Hayden Ranshaw, Neal Roden, Harold Shapiro, Marcus Zimmerman. Jeffrey Hartsough was absent. And Kira Durbin arrived later due to technical difficulties. We had a quorum of 7.*

3. **Administrative Motions: ACTION ITEM. ROLL CALL VOTE REQUIRED.**

- A. Approval of Prior Meeting Minutes
  - i. March 16th, 2021 – Regular Meeting Minutes --  
**ACTION ITEM. ROLL CALL VOTE REQUIRED.**

*A motion was presented to approve the Regular Meeting Minutes for March 16th, 2021. Approved by Neal Roden and seconded by Pamela Harris. The following approved the Minutes: Sarah Manuel, Kira Durbin, Pamela Harris, Gil Imber, Hayden Ranshaw, Neal Roden, Harold Shapiro and Marcus Zimmerman. Jeffrey Hartsough was absent. The Minutes were approved unanimously by committee by 7 approvals.*

4. **Chair's Report: 3 minutes**, Sarah Manuel
5. **Project Updates & Discussion (20 minutes) with CD4 representatives, Alexandria Naseef and Jeremy Tramer.** *Please see supporting documentation.*  
*1 - minute Public Comment for each sub-agendized item.*
  - A. Neighbor Assistance Program - Marcus Zimmerman
  - B. Working Group - Kira Durbin, Pamela Harris
  - C. Webcorner Update - Harold Shapiro Website - Gil Imber
  - D. Newsletter - The Ziff Flyer & Social Media Platform Metrics - Sarah Manuel
  - E. SONC Election 2021 - Sarah Manuel

*Reports & Discussions were held for each sub-agendized item. There were no public comments.*

6. **Public Official Comment: 2 minutes each** *Comments by public officials*  
*CD 4 Rep, Alexandria Naseef provided an update Re: CD4 and Sherman Oaks.*
7. **Public Comment: 2 minutes each** *Comments by the public on non-agenda items within the SONC Outreach Committee's jurisdiction.*
8. **Street Clean Up Discussion**  
*A discussion was held regarding Street Clean up.*

**9. SONC Virtual Movie Series -- ACTION ITEM. ROLL CALL VOTE. (10-minutes)**

- A. A motion to approve SONC Virtual Movie Series. The Virtual Movie Series will be held via Zoom Video Conferencing from May 2021 - December 2021 featuring but not limited to a [Hollywood Documentary](#) of [Marsha Hunt](#). **ACTION ITEM. ROLL CALL VOTE.**

*A motion was presented to Committee in regards to a Virtual Movie Series. Discussion was held. No public comment. The motion was approved by Neal Roden and seconded by Harold Shapiro. A roll call vote was conducted and the following approved Sarah Manuel, Pamela Harris, Hayden Ranshaw, Neal Roden, Harold Shapiro and Marcus Zimmerman. And the following abstained, Kira Durbin and Gil Imber. Jeffrey Hartsough was absent The motion passed with 5 yays, 2 Abstentions and 1 absence.*

- B. A motion to approve the expenditure of \$700 to purchase 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.**

*A discussion was held by Committee and Item 9B was deferred to next meeting for further research and preparation.*

**10. Discussion on designing a [Utility Box](#) for the Sherman Oaks Neighborhood Council with Sherman Oaks Chamber of Commerce, Sarah Manuel**

*Agenda Item 10 was deferred to next meeting.*

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

*Agenda Item 12 was deferred to next meeting.*

**13. 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)

*Agenda Item 13 was deferred to next meeting.*

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

- ☐ **The Valley of Change - 2nd Saturday of the Month, Next one is March 13th - Helping Friends in Need**
- ☐ **Next Outreach Meeting, May 18th, 2021, 7pm**
- ☐ **NHIFP is seeking volunteers, Email Barbara @ [bjavitz@gmail.com](mailto:bjavitz@gmail.com)**

*Announcements were made. A correction was made RE: Valley of Change, next event held on May 8th.*

## **15. Adjourn**

*Without objection from Committee, the meeting was adjourned by Chair, Sarah Manuel at 9:08pm.*

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