



**Lake Balboa Neighborhood Council**

P.O. Box 7720  
 Lake Balboa, CA 91409-7720  
 818-779-9026

Website: [www.lakebalboanc.org](http://www.lakebalboanc.org)  
 Email: [info@lakebalboanc.org](mailto:info@lakebalboanc.org)

**Board Meeting Minutes  
 Wednesday April 6, 2022  
 Zoom Meeting  
 6:35PM –9:26PM Meeting  
 (DRAFT)**

**Regular Meeting Location:**  
[Gault Street Elementary School](#)  
[17000 Gault Street](#)  
[Lake Balboa CA 91406](#)  
 (MAIL NOT ACCEPTED AT THIS ADDRESS)

Boardmember	Roll Call	Funding Vote Eligible*	Category
James Brown 1 <sup>st</sup> Vice President	Present	YES	Residential
Michael Cortez	Present	YES	Residential
Katie Cronin	Absent	YES	Organization
Ruth Doxsee	Present	YES	Residential
Jasmine Garcia	Present	NO	Youth
Linda Gravani President	Present	YES	Business
Sandra Joseph 2 <sup>nd</sup> Vice President	Present	YES	Residential
Gary Kay	Present	YES	At-Large***
Danica Middleton Secretary	Absent (Excused)	YES	Residential
Miguel Miguel	Present	YES	Organization
Allen Nelson	Present	YES	At-Large***
Carol Newman	Present	YES	Business
<del>Mary Pennomon</del>	Removed from the Board	NO	Senior
Jeremy Pisanic	Present	NO	Residential
Thomas Riley	Present	NO	Organization
Linda Schwering Treasurer	Present	YES	At-Large
Vacant			Business
Vacant			Residential
<b>TOTAL: 15</b>	<b>PRESENT 13, ABSENT 02</b>		

\*Funding vote eligibility key: A=age less than 18 yrs.; E=Ethics training; F=Funding training; N=not taken; X=expired \*\* Advance notice given for absence \*\*\*At Large Appointed  
 (VOTE KEY: Yes, No, Abstain, Ineligible, Recuse, Absent)

**In conformity with the Governor’s Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19, the Board of Lake Balboa Neighborhood Council meeting will be conducted entirely telephonically.**

***L.A. City Charter Sec 900. Purpose (Of Neighborhood Councils)***

**To promote more citizen participation in government and make government more responsive to local needs, a citywide system of neighborhood councils, and a Department of Neighborhood Empowerment is created. Neighborhood councils shall include representatives of the many**

diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

**Our Mission is to bring forward our concerns to the elected officials, We are a department within the city of Los Angeles. We are required to follow city and state laws. The Brown Act does not allow us to discuss anything that is NOT on tonight’s agenda. There is an item called PUBLIC COMMENT where you can address items NOT on the agenda. The President will identify the suggested time limits for each item so that the meeting will end around 9:30p. Time allocations are approximate and may be shortened or lengthened at the discretion of the President. The time keeper is James Brown.**

1. Call meeting to order WELCOME to our STAKEHOLDERS -**The Meeting was called to order at 6:35PM by President Linda Gravani.**
2. Pledge of Allegiance – **The Pledge of Allegiance was led by James Brown**
3. Roll Call (6:40PM)

<b>LBNC ITEM 3. Roll Call</b>		
<b>Present -13</b>	<b>Absent-01</b>	<b>Excused-01</b>
<b>Brown, Cortez, Doxsee, Garcia, Gravani, Joseph, Kay, Miguel, Nelson, Newman, Pisanic, Riley, Schwering</b>	<b>Cronin</b>	<b>Middleton</b>

4. 13 Poll board members for completion of mandatory NC training: **Jeremy Pisanic is not ineligible to vote. Tom Riley is ineligible to vote on Funding Items. Jasmine Garcia is unable to vote on Funding Items due to her age.**
5. Removal of Board Member due to attendance requirements outlined in Bylaws. - **Ms. Pennomon has been removed from the Board.**
6. Adoption of the **Agenda for April 6, 2022. There are some Corrections to the Agenda- Item14 Appointment date change to June 2. Item #10-lobbyist is misspelled. #18 Street correction Wyandotte to Cantlay. #37 should be inches” not feet’. Health and Public Safety Committee meets at 7:00PM not 6:30PM.**

**Public Comment: No comment  
Motion Passed(6:46PM)**

<b>LBNC ITEM 5. Motion for the Adoption of the Agenda for the April 6, 2022 as amended Moved: Gravani Second: Doxsee</b>				
<b>Yes-12</b>	<b>No-00</b>	<b>Abstain-00</b>	<b>Ineligible-01</b>	<b>Absent-02</b>
<b>Brown, Cortez, Doxsee, Garcia, Gravani, Joseph, Kay Miguel, Nelson, Newman, Riley, Schwering</b>	<b>None</b>	<b>None</b>	<b>Pisanic</b>	<b>Cronin, Middleton</b>

7. Discussion and possible action for the **Approval of Minutes for March 2, 2022 meeting. Item Tabled**

8. Guest Speaker from Birmingham Charter High School, **Dean Nick Halic. There was a write up about him giving back to the Community. He is helping out as a surrogate father to these kids. Thank you, Nick!**
  
9. Announcements and Reports: **If present, PLEASE IDENTIFY YOURSELF and limit your comments to 2 minutes** Representatives of LAPD, Local, City, County, State
  - a. West Valley LAPD **Captain Paul Espinosa 30820@lapd.online** - 818-374-7640
    - i. Senior Lead Officers (SLOs) - 1-877-ASK-LAPD
    - ii. **Officer Sam Park office 818-374-7635 - [35234@LAPD.online](mailto:35234@LAPD.online)**
    - iii. **Vacant**
    - iv. **James Brown- There are two new LAPD Commanders at the West Valley Station Brian Wendling and Alexander Chogyoji.**
  - b. Councilwoman's **Martinez's** office (CD 6) 818-778-4999 Field Deputy - [Viana.Parra@lacity.org](mailto:Viana.Parra@lacity.org)  
**In March they worked on homeless encampments. They were able to house some of the individuals. The City Council will start towing R.V.s that are used for storage or are abandoned. Their office is helping to put together the Prom Closet Event. Ms. Parra gave an update on the Haynes Bridge and the fact that the Community does not want it open.**
  - c. LA Mayor **Garcetti's** office- [Erin.Seinfeld@lacity.org](mailto:Erin.Seinfeld@lacity.org) 213-422-0815
  - d. LA City Attorney's Office - 213-978-8100
    - i. Neighborhood Prosecutor - [Michael.Liu@lacity.org](mailto:Michael.Liu@lacity.org) 818-374-6837 - **He deals with Quality of Life issues. Please email or call if you need help. They are helping with Prom Closet at Olympic Station.**
    - ii. Community Resource Specialist - [Cynthia.Hernandez@lacity.org](mailto:Cynthia.Hernandez@lacity.org) 818-374-6839
  - e. LA City Planning Liaison [Ariel.Jones@lacity.org](mailto:Ariel.Jones@lacity.org) 213-820-4255
  - f. **Scott Schmerelson's** office (District 3) 818-654-3785 Deputy Director of School and Community Engagement [Tammy.Ramirez@lausd.net](mailto:Tammy.Ramirez@lausd.net) 213-241-8333
  - g. LAUSD **Dr. Eric Maxey** Administrator, Community of Schools-Reseda [ejm9800@lausd.net](mailto:ejm9800@lausd.net) 818-668-1051
  - h. LAUSD Board President **Kelly Gonez** office (District 6) 818-212-6687 - Dir of Community Engagement & Advocacy [Michael.Menjivar@lausd.net](mailto:Michael.Menjivar@lausd.net)
  - i. LAUSD Northwest District Administrator Parent/Community Engagement-**Gonsalo Garay** - [ggg9445@lausd.net](mailto:ggg9445@lausd.net) 818-654-3600
  - j. LA County Supervisor **Sheila Kuehl's** office (District 3) 818-902-3831 District Director Jessica Orellana [jorellana@bos.lacounty.gov](mailto:jorellana@bos.lacounty.gov) and **Brenda Yanez, Field Deputy** [BYanez@bos.lacounty.gov](mailto:BYanez@bos.lacounty.gov) **Covid 19 update FDA approved second Booster. Guaranteed Income pilot program is being advertised. CEO.LAcounty.Gov. Whiteman Airport Meeting on April 28 6:00PM to -8:00PM.**  
 HELP for HOMELESS [www.la-hop.org](http://www.la-hop.org) REPORT download MYLA311 app to your phone
  - k. CA Assembly Member **Adrin Nazarian's** office (District 46) 818-376-4246  
[Sophia.Soudani@asm.ca.gov](mailto:Sophia.Soudani@asm.ca.gov) **The Assembly member has put forward AB558 which is the Child Nutrition Act -This would give additional funding to schools that offer plant- based options. The office continues to work on EDD cases, DMV issue, Cal Trans issues and the Emergency Rental Assistance Program. Freeways are now a high priority. Community Meetings can be set up by going to the website and booking them. Steve Ferguson is the new District Director. He is also on the Burbank School Board.**
  - l. CA State Senator **Robert Hertzberg's** Office (District 18) - 818-901-5588  
[Edwin.Amaya@sen.ca.gov](mailto:Edwin.Amaya@sen.ca.gov)

- m. CA State Senator **Henry Stern's** Office (District 27) - 818-876-3352 – [Jeremy.Wolf@sen.ca.gov](mailto:Jeremy.Wolf@sen.ca.gov) and SFV representative [Denise.Kniter@sen.ca.gov](mailto:Denise.Kniter@sen.ca.gov)
- n. US Representative **Tony Cardenas** (District 29) 818-221-3718  
[Osvaldo.Ramirez@mail.house.gov](mailto:Osvaldo.Ramirez@mail.house.gov)
- o. US Representative **Brad Sherman** – (District 30) - 818-501-9200  
[Mary.Chakerian@mail.house.gov](mailto:Mary.Chakerian@mail.house.gov)
- p. Department of Neighborhood Empowerment (DONE) [Daniel.D.Johnson@lacity.org](mailto:Daniel.D.Johnson@lacity.org) 818-374-9889 -**Check to make sure you are current with your trainings. Please contact the City Attorney if you have a conflict of interest. He would like the current Land Use Roster. Recommendation that you have your cameras on. Upcoming Funding trainings will be in Monthly update. May 20 final day for event approval, June 1 final day to submit check payment, and June 20, final date for bank card transactions. BONC has voted to continue meeting virtually.**
- q. West Valley Neighborhood Alliance of Homelessness **Erich Eilenberger can no longer attend these meetings.**

10. **PUBLIC COMMENTS:** The Brown Act, **prevents the board from commenting** on your comments. We are making note of them.

- a. **Craig Greiwe -Candidate for Mayor, 20 Year Business Background**
- b. **John Acampora- Co Owner of Building on Gloria, crime on Gloria Ave.**
- c. **Trent-Spoke about piles of trash bags being left behind after cleanups.( Archery area)MND**
- d. **Christina Holland DWP – MND was released for the Roscoe Trunk Line Project go to LADWP.com/envnotices if you would like to comment. (From White Oak to Louise) [Chritina.Holland@ladwp.com](mailto:Chritina.Holland@ladwp.com). Earth Day Open House on Saturday, April 23, 2022 from10:00AM to 2:00PM at the Chatsworth Nature Preserve.**
- e. **Stacey Rotter-Virtual meetings, does that apply to events?**
- f. **Mel Wilson Mayoral Candidate Business Owner from the Valley**

#### 11. BOARD COMMENTS

- a. **Gary Kay- thanked Viana in regards to the footbridge, and mentioned the street trees. Future item. in regards to smoke shops opening up. Webmaster, please update remove LAPD Tab and change meeting time.**
- b. **Ruth Doxsee Highlights of 03.22.22 SBWASC (Sepulveda Basin Wildlife Areas Steering Committee)**
  - i. **UCLA/Resource Conservation District Practicum gave presentation on “Planning for Wildlife Resilience and Community Restoration,” that is much needed after the fires. See [www.sepulvedabasinwildlife.org](http://www.sepulvedabasinwildlife.org) for recording**
  - ii. **Master Plan for the Sepulveda Basin: CF 20-1205, 20-1205-S1, 22-002-S9 need to be followed. Encino NC had a town hall but no city reps attended. CD6 knows, but won't tell us. We need to be informed about the impact on traffic and facilities. “Robust community interaction” should have happened already. We need to work together and be informed, especially because strong forces are mobilizing for the 2028 Summer Olympics.**
  - iii. **Audubon continues to lead educational walks for LAUSD classes in the Wildlife area and they are enjoying beautiful wildflowers.**

- iv. **Hunting and fishing continue to be a big problem, as well as feeding of feral cats. City of LA Ranger Mauck said out of 30 city park rangers, 3 are assigned to the entire Valley region. (Most are assigned to Griffith Park.) Security Officers are employed by R&P to assist by reporting, advising and counseling park users, but only a Ranger can ticket. There was an increase in the budget for both rangers and security officers.**
- c. **Linda Schwering- OneGeneration 13<sup>th</sup> Annual Senior Symposium will be held on May 14, 2022 at the Soccer Field. LBNC will be participating.**
- d. **James Brown-CPAB Meeting will be on Next Wednesday at 6:00 PM. The speaker will be Councilwoman Nithya Raman. She will be speaking about homelessness issues.**

**L.A. City Charter Sec. 909. Annual City Budget Priorities.**

Each neighborhood council may present to the Mayor and Council an annual list of priorities for the City budget. The Mayor shall inform certified neighborhood councils of the deadline for submission so that the input may be considered in a timely fashion. (see [www.budgetadvocates.ORG](http://www.budgetadvocates.ORG) for 2015, 2016, 2017, 2018, 2019, 2020 White Paper recommendations)

- 12. **Budget Advocate, Region 3, Updates, (budgetadvocates.org) Budget Advocate is Carol Newman. Budget Rep is Linda Gravani. Newman BUDGET DAY June 18, 2022 at 9:30AM. Elections will be held the week after the event. Town Hall with City Controller Candidates April 10 at 3:00PM. Town Hall for Budget on April 30, 2022. This Monday April 11, 2022 Carol Newman will be meeting with Raquel Beltran and Done to go over the Budget. The \$1,500.00 given to Budget Advocates by LBNC seems to have disappeared.**
- 13. **Discussion and possible action regarding LBNC's open board seats. Gravani - LBNC has 1 business seat available, 1 senior seat and future organizational seats. Reviewed**
- 14. **LAND USE Discussion and possible action regarding the appointment of new Land Use Chair effective Jun 2, 2022. Miguel Miguel is interested in Chairing the Land Use Committee. He works for Recreation and Parks, He is also a Masters student in Urban Planning, Environmental Analysis and Policy.**

**Public Comment: No comment**

**Motion Passed (7:55 PM)**

<b>LBNC ITEM14 . Motion for the Approval of Miguel Miguel as the new Land Use Chair effective June 2, 2022. Moved Gravani: Second: Riley</b>				
<b>Yes-12</b>	<b>No-00</b>	<b>Abstain-00</b>	<b>Ineligible-01</b>	<b>Absent-02</b>
<b>Brown, Cortez, Doxsee, Garcia, Gravani, Joseph., Kay, Miguel, Nelson, Newman, Riley, Schwering</b>	<b>None</b>	<b>None</b>	<b>Pisanic</b>	<b>Cronin, Middleton</b>

- 15. **LAND USE: Discussion and possible action regarding 99c store. Petition-Tom Riley gave an update. Victory and Woodley is the location. There is no real information yet.**
- 16. **UPDATE: Discussion and possible action regarding Neighborhood Watch project – Kay-Three Block Captain trainings have been held. They currently have nine areas with Block Captains out of the 18 zones. They need additional Block Captains. The Block Captains have been given decals for Community Outreach. \$1,085.97 has been spent.**

17. Discussion and possible action regarding Old Sizzler property –**Gravani-Needs to be cleaned up, Viana will help.**
18. Discussion and possible action regarding the Collection Bin (city ordinance 187248) at Genesta and Cantlay– Gravani- **The Bins have been removed. The Trash Bins are gone – Viana please help to get him housing. A community member stated one of the bins is still there.**
19. **UPDATE:** Discussion and possible action regarding Senior Lead Officer(s) (SLO) **Kay West Valley LAPD usually has 2 Senior Lead Officers assigned. For 2 ½ years, LBNC has been without a dedicated Senior Lead Officer. On Tuesday the 22nd he spoke with Deputy Chief Hamilton. There is a 188 Officer deficit in the valley. Call into the Police Commission Meetings.**
20. **UPDATE:** Discussion and possible action regarding Linda Pruett Memorial Emergency Preparedness Outreach – **Joseph- The item is currently on hold due to NC Funding issues. Daniel the NEA says the issue is about the location and insurance.**
21. **UPDATE: ONEGeneration forwarded a thank you for the \$1,000 NPG funds for the Senior Symposium**  
  
**8:40 Jasmine Garcia left the meeting.**
22. **BUDGET:** Discussion and possible regarding the February 2022 Monthly Expense Report (MER) **Schwering**

**Public Comment: No comment  
Motion Passed (8:40 PM)**

<b>LBNC ITEM .22 Motion for the Approval of The February MER Moved: Schwering Second: Doxsee</b>				
<b>Yes 09</b>	<b>No-00</b>	<b>Abstain-01</b>	<b>Ineligible-02</b>	<b>Absent-03</b>
<b>Brown, Doxsee, Gravani, Joseph, Kay, Miguel, Nelson, Newman, Schwering</b>	None	<b>Cortez</b>	<b>Pisanic, Riley</b>	<b>Cronin, Garcia, Middleton</b>

**23. FUNDING DEADLINES:**

- a. May 20 - FINAL date to request **event approval**
- b. June 1 - FINAL date to submit **check payment**
- c. June 20 - FINAL date for **bank card transactions**

**According to FEB MER, NET available funds are \$23,501.96. Outstanding big- ticket items are approximately \$16,000 which has been allocated for Movie in the park, Linda Pruett Memorial and Neighborhood Watch. Which, in round numbers, leaves approximately \$7,500 available for OUTREACH.**

**The Linda Pruett event will have about \$2,000 unused funds and NW will have about \$2,000 unused funds to go back into the budget. Approximately \$7,500 plus \$4,000 = \$11,500 (year-end) available in OUTREACH**

**The following items will be a consensus vote unless a board member wishes to have an item removed and discussed separately. They are all items LBNC has purchased previously. Items #24, 25, 26, 27, 28, 29, 30. Totals \$6,025 \$11,500 minus \$6,025 = \$5,475**

**Consent Calendar Items24-30**

- 24. **FUNDING** Discussion and possible action **to spend up to \$50 for two LBNC POLO SHIRTS for LBNC’s 2 new board members. – Gravani**
- 25. **FUNDING:** Discussion and possible action to **spend up to \$200 for Business cards** for Board Members Miguel and Cortez – Gravani
- 26. **FUNDING:** Discussion and possible action to **expense up to \$175** for approximately 500 **OUTREACH TRIFOLD BROCHURES.** Schwering
- 27. **FUNDING:** Discussion and possible to spend **up to \$750 for approximately 125 LBNC Bandanas** for OUTREACH – Doxsee
- 28. **FUNDING:** Discussion and possible action to **spend up to \$3,000 for various sizes of “I heart Lake Balboa” T-Shirts** -Gravani
- 29. **FUNDING:** Discussion and possible action to spend up to **\$950 to purchase 1,000 Whistle ‘n light with key ring** -Schwering
- 30. **FUNDING:** Discussion and possible action to spend up to **\$900 to purchase 500 Grocery Tote bags 15”x13”x10”** – Schwering

**Public Comment: No comment**  
**Motion Passed (8:51 PM)**

<b>LBNC ITEM 24.-30 Motion for the Approval Consent Calendar items #24-30 Moved: Gravani</b>				
<b>Second: Brown</b>				
<b>Yes-10</b>	No-00	Abstain-00	<b>Ineligible-02</b>	<b>Absent-03</b>
<b>Brown, Cortez, Doxsee, Gravani, Joseph, Kay, Miguel, Nelson, Newman, Schwering</b>	None	None	<b>Pisanic, Riley</b>	<b>Cronin, Garcia, Middleton</b>

- 31. **FUNDING:** Discussion and possible action Regarding Neighborhood Purposes Grant (NPG) for \$1,500 from NPG BUDGET for Friends of the Los Angeles River (FoLAR) for the annual Great LA River Clean Up which includes Sepulveda Basin Sports Complex on June 4<sup>th</sup>, Bull Creek on June 11<sup>th</sup> and at the Sepulveda Basin South Reserve on June 25.- Doxsee

**Public Comment: No comment**  
**Motion Passed (8:56 PM)**

<b>LBNC ITEM 31. Motion for the Approval of a \$1,500.00 NPG for Friends of the LA River Moved: Doxsee Second: Gravani</b>				
<b>Yes-10</b>	No-00	Abstain-00	<b>Ineligible-02</b>	<b>Absent-03</b>
<b>Brown, Cortez ,Doxsee, Gravani, Joseph, Kay Miguel, Nelson, Newman, Schwering</b>	None	None	<b>Pisanic, Riley</b>	<b>Cronin, Garcia, Middleton</b>

- 32. **FUNDING:** Discussion and possible action to purchase 100 LBNC logo baseball caps, pricing will be available at LBNC meeting –**Item Tabled**

33. FUNDING: Discussion and possible action to purchase 1,000 Refrigerator Magnets, pricing will be available at LBNC meeting – **Item Tabled**

34. FUNDING: discussion and possible action to spend up to \$350 for up to 250 refillable hand sanitizers w/LBNC Logo -Schwering

**Public Comment: No comment**  
**Motion Passed (9:02 PM)**

<b>LBNC ITEM 34. Motion for the Approval of to spend up to \$350 for up to 250 refillable hand sanitizers w/LBNC Logo Moved: Carol Second: Gravani</b>				
<b>Yes-10</b>	No-00	Abstain-00	<b>Ineligible-02</b>	<b>Absent-03</b>
<b>Brown, Cortez ,Doxsee, Gravani Joseph, Kay Miguel, Nelson, Newman, Schwering</b>	None	None	<b>Pisanic, Riley</b>	<b>Cronin, Garcia, Middleton</b>

35. FUNDING: Discussion and possible action to spend up to \$600 for 250 Gel Hot n Cold pack (4"x4") - Schwering

**Public Comment: No comment**  
**Motion Passed (9:10 PM)**

<b>LBNC ITEM 35. Motion for the Approval of up to \$600 for 250 Gel Hot n Cold pack (4"x4") Moved: Schwering Second: Brown</b>				
<b>Yes-10</b>	No-00	Abstain-00	<b>Ineligible-02</b>	<b>Absent-03</b>
<b>Brown, Cortez ,Doxsee, Gravani Joseph, Kay, Miguel, Nelson, Newman, Schwering</b>	None	None	<b>Pisanic, Riley</b>	<b>Cronin, Garcia, Middleton</b>

36. FUNDING: Discussion and possible action to spend up to \$350 for 1,000 LBNC Pens -Schwering

**Public Comment: No comment**  
**Motion Passed (9:13 PM)**

<b>LBNC ITEM 36. Motion for the Approval of up to \$350 for 1,000 LBNC Pens Moved: Schwering Second: Joseph</b>				
<b>Yes-09</b>	<b>No-01</b>	Abstain-00	<b>Ineligible-02</b>	<b>Absent-03</b>
<b>Brown, Cortez ,Doxsee, Gravani, Joseph, Miguel, Nelson, Newman, Schwering</b>	<b>Kay</b>	None	<b>Pisanic, Riley</b>	<b>Cronin, Garcia, Middleton</b>

37. FUNDING: Discussion and possible action to spend up to \$250 for 250 15"x12"x3" Plastic Event Bags- Schwering



**Public Comment: Stacy Rotter asked about buying bags.**

**Motion Passed (9:25 PM)**

<b>LBNC ITEM 37. Motion for the Approval of up to \$250 for 250 15"x12"x3" Plastic Event Bags</b>				
<b>Moved: Schwering Second: Joseph</b>				
<b>Yes-08</b>	<b>No-02</b>	<b>Abstain-00</b>	<b>Ineligible-02</b>	<b>Absent-03</b>
<b>Brown, Cortez ,Doxsee, Gravani, Joseph, Kay, Miguel, Schwering</b>	<b>Nelson, Newman</b>	<b>None</b>	<b>Pisanic, Riley</b>	<b>Cronin, Garcia, Middleton</b>

38. **THANK YOU LBNC Board Members AND Neighborhood Watch Block Captains for all YOU do behind the scenes for our community -**

39. **Adjournment - The Meeting was adjourned at 9:26PM**

**Next Regular Meeting of the  
Lake Balboa Neighborhood Council  
Wednesday, MAY 4, 2022 at 6:30 PM unless in person**