

**Minutes for the Meeting of City of Hawthorne**  
**Veterans Affairs Commission**  
**January 7, 2019**

**Meeting Convened: 3:15 P.M.**

- 1) Call to Order
  - a. *Commissioner's Present: Lester, Moreno, Robilotta, Steinhauer, and Chair Orlemann*
- 2) Flag Salute, Pledge of Allegiance.
- 3) Pursuant to Government Code Section 54954.3, the January 7, 2019 Veterans Affairs Commission Agenda was posted at City Hall, 4455 West 126<sup>th</sup> Street, Hawthorne, CA on December 19, 2018 at 12:00 p.m.
- 4) Oral Communications:
  - a. *DAV representative Adam Barker presented suggestions for the Veterans Benefits Day, and how DAV may interact and assist in supporting the event. No RV will be available for interviews so accommodations will be needed within the venue.*
  - b. *Councilman Talleda discussed his support for the Commission to help raise funds and research how the city can support a non-profit formation. He suggested the Commission consider a later start time (6pm?) in order to attract those who can attend after work hours.*
- 5) Written Communications:
  - a. *Commission packets included outgoing letters to Veterans Day donors, distinguished guests, and a request letter to In-n-Out burger for their truck for the Veterans Benefits Day event.*
- 6) Approval of Minutes for the meeting of November 19, 2018.
  - a. *Motioned by Chair Orlemann, seconded by Comm. Robilotta, approved by Commission 5-0.*
- 7) Commission's Discussion/Action Items:
  - a. Discussion of Veterans Benefits Day event, April 13, 2019
    - i. Venue location discussion
      - *After discussing pros/cons of Memorial Center room layouts it was decided to use the Sun Room (front/stage) for the presentations and the back perimeter for the exhibit hall, while using the side partitioned rooms for the Mindful Warrior Project modalities and for DAV interviews (2 rooms each).*
      - *Layout to be forwarded to Kywana at the Memorial Center.*
    - ii. Outreach and marketing approach; save-the-date flyer
      - *Commissioner Moreno will draft a "save-the-date" flyer for distribution.*
    - iii. Speaker and Exhibitor invitees
      - *Invite same exhibitors, plus a few more to attend; restrict to not-for-profit entities.*
      - *Consider using event for employment purposes and inviting local industry – either as exhibitors or attendees to observe event. Further discussion at next meeting.*
    - iv. Cost analysis and Veterans Day excess funds available; charge exhibitors?
      - *No cost for exhibitors - based on burger donation and minimal other costs.*

- v. Outreach to In-n-Out for truck donation
    - ***Request pending for burger truck; assume 300 burgers for lunch, same location.***
  - b. Identify next VOTQ for Benefits Day recognition, or City Council
    - ***Chair Orlemann nominated Planning Commissioner Smith, to be presented at the 2<sup>nd</sup> March Council meeting; Secretary Gafney to provide bio for Commission review and approval at next meeting.***
    - ***HPD Veterans Day proclamations will be re-printed on 8 ½ x 11 paper for presentation at the March Council meeting***
  - c. Budget Review and Update
    - i. Pledge update from Veterans Day
      - ***Reviewed current spreadsheet, disbursed all outstanding balances to Chair Orlemann, Comm. Moreno and Sec. Gafney. Current cash-on-hand \$34.23.***
      - ***Additional solicitations from Hawthorne businesses to occur through Pat Donaldson, to help fund operations through 2019***
    - ii. Reconciliation with “Hope is Helping” (HIH) and payments status
      - ***Balance still pending from Hope Is Helping (\$618.04), after \$500 deposit 1/7/19.***
      - ***As of December, Comm. Robilotta and Sec. Gafney are signatories on HIH account. All deposits for Veterans Commission are made by Sec. Gafney to maintain accurate tracking and revenue/expense accounting.***
  - d. LA AFB Housing MOU Update
    - i. ***Sec. Gafney apprised Commission of MOU progress and status***
- 8) Open Business
- i. Meetings update: Oversight Board, Veteran Collaborative, WLA Master Plan, CVEB
    - ***Chair Orlemann informed Commissioners of upcoming meetings and PEIR feedback***
    - ***Sec. Gafney provided an overview of the CVEB strategy and direction***
  - ii. Upcoming meetings; Jan 21 is MLK Day and holiday
    - ***Scheduled next meeting for Jan. 23, pending location availability***
- 9) Commissioners Report/Recommendations: None
- 10) Adjournment: 4:57 p.m.