

Minutes for the Meeting of City of Hawthorne
Veterans Affairs Commission
February 4, 2019

Meeting Convened: 3:21 P.M.

- 1) Call to Order
 - a. *Commissioner's Present: Lester, Moreno, Robilotta, Steinhauer, Chair Orlemann*
- 2) Flag Salute, Pledge of Allegiance.
- 3) Pursuant to Government Code Section 54954.3, the February 4, 2019 Veterans Affairs Commission Agenda was posted at City Hall, 4455 West 126th St., Hawthorne, CA on January 30, 2019 at 12:00 p.m.
- 4) Oral Communications: None
- 5) Written Communications:
 - a. *The Thank you note from Mindful Warrior Project was read to the Commission thanking them for their support.*
 - b. *The request from County Commissioner Lasser for hosting the County Veterans Advisory Commission meeting May 8 was discussed and approved. Comm. Steinhauer motioned, seconded by Comm. Moreno and passed 5-0.*
- 6) Approval of Minutes for the meeting of January 23, 2019
 - a. *Motioned by Comm. Steinhauer, seconded by Comm. Moreno, 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
 - *Room layout was reviewed and Chair Orlemann noted the flags were requested to be hung for the event. The exhibit tables would be along the back (south) perimeter wall and a section would be allocated for "yarn angels". Chair Orlemann also noted that Deloris Brinkley will attend and be selling veterans items, with a standard % of sales provided to the Commission. She also passed around a mug with a different design for the HVAC for future consideration.*
 - *Chair Orlemann had spoken to Council members Talleda and Monteiro regarding child care and it was determined to be not necessary.*
 - *Sec. Gafney related other event happenings on April 13, when the City will be sponsoring Earth Day at adjacent Memorial Park from 9am-1pm. The importance of the wristbands for lunch was discussed.*
 - ii. Outreach and marketing approach; save-the-date flyer
 - *Commissioner Moreno updated the "save-the-date" flyer, and it is being distributed. Comm. Lester will post on the veteran's commission Facebook page.*
 - iii. Speaker and Exhibitor invitees
 - *Sec. Gafney will provide last year's letter samples to presenters and exhibitors to Chair Orlemann. After review Comm. Moreno will begin the mailout and collect names and affiliations of the interested presenters and exhibitors for Commission determination on inclusion.*
 - *Chair Orlemann suggested additional VSO's be invited to help process the expected interest level from veterans.*

- *Commission requested that DAV use a similar invite radius on the invite letter and include the Eventbrite link for registration and tracking purposes.*

iv. Cost analysis and Veterans Day excess funds available; charge exhibitors?

- *For profit exhibitors will be asked to pay \$100 exhibitor fee*

b. Identify next VOTQ for City Council Presentation

- *Sec. Gafney distributed the bio for Robert Smith, VOTQ candidate and it was approved by 5-0 motion (Comm. Lester motioned and Comm. Moreno seconded)*
- *Sec. Gafney will draft the VOTQ proclamation for review at the next meeting*
- *Chair Orlemann asked to present an update on the Commission to the Council meeting on March 26. Sec. Gafney to make agenda requests for VOTQ and Chair Orlemann.*
- *Chair Orlemann to determine when to present HPD Veterans Day proclamations.*

c. Budget Review and Update

i. New 2019 donor requests

- *Sec. Gafney provided the email sent to Pat Donaldson requesting help with targeted donors who donated in 2017 but haven't been approached in 2018. Pat will send the email to the donors.*

ii. Reconciliation pending with "Hope is Helping" (HIH) and payments status

- *Balance pending from Hope Is Helping (\$618.04).*

8) Open Business

i. Meetings update: Oversight Board, Veteran Collaborative, WLA Master Plan, CVEB

- *Chair Orlemann updated Commission on meetings occurring in the next 2 weeks*

ii. The next meeting was scheduled for Wednesday, Feb. 20, due to the President's Day holiday.

iii. Sec. Gafney requested bio's from those Commissioners who don't have one posted yet, and reminded Commissioners to complete ethics training.

9) Commissioners Report/Recommendations: None

10) Adjournment: 4:47 p.m.