

**Minutes for the Meeting of City of Hawthorne**  
**Veterans Affairs Commission**  
**April 22, 2019**

**Meeting Convened: 3:22 P.M.**

- 1) Call to Order
  - ***Commissioner's Present: Lester, Moreno, Steinhauer, Robilotta, Chair Orlemann;***
- 2) Flag Salute, Pledge of Allegiance.
- 3) Pursuant to Government Code Section 54954.3, the April 8, 2019 Veterans Affairs Commission Agenda was posted at City Hall, 4455 West 126<sup>th</sup> St., Hawthorne, CA on April 17, 2019 at 12 noon.
- 4) Oral Communications: ***None***
- 5) Written Communications: ***None***
- 6) Approval of Minutes: (for the meetings of March 18, and April 8, 2019)
  - ***March 18: Comm. Robilotta motioned, seconded by Comm. Steinhauer, Approved 5-0***
  - ***April 8: Comm. Steinhauer motioned, seconded by Comm. Moreno, Approved 5-0***
- 7) Commission's Discussion/Action Items:
  - After Action Review: Veterans Benefits Day event
    - i. Attendance, expectations, communication suggestions
      - ***Low attendance continues to stymie Commission -- as well as other veteran's event in LA County***
      - ***No younger veterans, such as those from Wounded Heroes***
    - ii. Presentation and exhibitor feedback, effectiveness
      - ***Positive feedback on presenters, but relevance to the audience wasn't appropriate in some cases***
      - ***Should the event feature a "keynote" speaker to draw a bigger crowd?***
    - iii. Agenda flow; logistics setup/coordination, room layout, lunch
      - ***Presenters finished quickly providing time for unplanned speakers to provide comments and presentations***
      - ***Room layout should allow exhibit hall to be in a separate room to reduce noise level and allow presenters to be heard more clearly***
    - iv. Sign-in's, wristbands, veterans vs. guest count, DAV recipient expectations
      - ***Challenge of what to do about guests of veterans and wristbands for lunch, when final attendance isn't know at the outset***

- Follow up, Continuing Actions
  - i. Thank you letters
    - ***Sec. Gafney to provide names, templates and other information to Comm. Moreno for future use***
  
- Budget Review and Update
  - i. Solicitation update; reconciliation with “Hope is Helping”; city commission non-profit plan
    - ***Received \$250 donation from South Bay Ford; awaiting South County Labor Board commitment of \$500***
    - ***Pat Donaldson to make deposit(s) to balance the \$600 “HIH” shortfall***
  
- Outreach Databases; Admin Strategy
  - i. Guest and Invitee “event” database - input from Commissioners
  - ii. Strategy of formatted, templated letters for invites, thank you’s, city and HVAC logo use
  
- Open Business
  - i. Meetings update: Vet Collaborative, WLA Master Plan, CVEB, VPAC, County Commission
    - ***Review of Oversight Board meeting by Comm. Orlemann***
    - ***Review of CVEB by Sec. Gafney***
  - ii. Next meeting: May 6 (Commissioner Steinhauer will be acting secretary)
  
- 8) Commissioners Report/Recommendations
  - i. ***Commission to send letter on renaming of LA Coliseum; draft top Sec. Gafney for pasting on signed template***
  
- 9) Adjournment: 4:51 p.m.