

Minutes for the Meeting of City of Hawthorne
Veterans Affairs Commission
September 17, 2018

Meeting Convened: 3:19 P.M.

- 1) Call to Order
 - a. Members Present: Commissioners’ Lester, Steinhauer, Moreno, and Chairwoman Orlemann. Commissioner Leon was absent.
- 2) Flag Salute, Pledge of Allegiance.
- 3) Pursuant to Government Code Section 54954.3, notice of posting Meeting: The September 5, 2018, Veterans Affairs Commission Agenda was posted at City Hall, 4455 West 126th Street, Hawthorne, CA on September 13, 2018 at 3:00 p.m.
- 4) Oral Communications: None.
- 5) Written Communications: None.
- 6) Approval of Minutes for the meeting of September 5, 2018. Approved by Commission 4-0.
- 7) Commission’s Discussion/Action Items:
 - a. Discussion of Veterans Day Event
 - i. Chair Orlemann apprised Commission of band availability and presented website for options of 3 other band for consideration
 1. Commissioners listened and assessed each group and selected Ramblin’ Man as first choice. Motioned to approve discussion with booking agent for confirmation – Steinhauer motioned, seconded by Lester; approved 4-0
 - ii. Draft “save-the-date” Flyer distribution; plan for development and date for event flyer
 1. Chair Orlemann asked Commissioner Moreno to draft a formal flyer updating the “save-the-date flyer with certain edits for further distribution
 - iii. Invitation to LA AFB Commander, Council members, distinguished guests, VOTQ’s
 1. Secretary Gafney will draft template letter from previous years, and consider wording to invite to attend, but no speaking engagement required (Waters, Bradford, Burke, Lieu, City Council members
 - iv. Use of local Chambers of Commerce for announcement advertisement
 1. Use other local C of C’s – Redondo, MB, etc.
 - v. Creation of Eventbrite invite; Facebook page update; plans for City support
 1. Commissioner Lester will investigate these actions
 - vi. Fundraising Strategy
 1. Veteran Foundation 501c(3); backup with “Hope is Helping” options
 - a. Chair Orlemann will speak with Pat Donaldson and will determine viability of using “Hope is Helping” again this year

2. Solicitation assignments; new eligible donors: Deferred until next meeting
- vii. VOTQ recognition: estimate of City employees who are veterans
 1. Secretary Gafney will draft email for use by HR to identify City veterans
 2. Investigate general proclamation as well as individual recognition if possible.
Determine if photos are available, or can be volunteered for collage at event.
- viii. Logistical considerations raised:
 1. Access to Memorial Center, Thursday, Friday (city closed), or Saturday
 2. Photo backdrop, swag/tchotchkes to be investigated by Chair Orlemann

b. Status of forming Veterans Affairs Foundation

- i. Mr. Orlemann will file initial 502c(3) documents with Secretary of State to officially charter - estimated to take 4-8 weeks with state, then file with IRS to obtain status.

c. Open Business

- i. Meetings update: Oversight Board, Veteran Collaborative, WLA Master Plan, CVEB
- ii. Upcoming meetings
 1. Special meeting Monday, September 24, change in October from 15 to 22 and special meeting requested for October 29.
- iii. Agenda Items for next meeting – continue with Veterans Day event planning

8) Commissioners Report/Recommendations: None

9) Adjournment: 4:30 p.m.