

**Minutes for the Meeting of City of Hawthorne**  
**Veterans Affairs Commission**  
**October 1, 2018**

Meeting Convened: 3:18 P.M.

- 1) Call to Order
  - a. Members Present: Commissioners' Moreno, Steinhauer, and Chairwoman Orlemann.  
Commissioner Leon was absent and Commissioner Lester was excused. A quorum was present.
- 2) Flag Salute, Pledge of Allegiance.
- 3) Pursuant to Government Code Section 54954.3, notice of posting Meeting: The October 1, 2018, Veterans Affairs Commission Agenda was posted at City Hall, 4455 West 126<sup>th</sup> Street, Hawthorne, CA on September 27, 2018 at 12:00 p.m.
- 4) Oral Communications: None.
- 5) Written Communications: None.
- 6) Approval of Minutes for the meeting of September 24, 2018. Motioned by Comm. Moreno and seconded by Comm. Steinhauer, Approved by Commission 3-0.
- 7) Commission's Discussion/Action Items:
  - a. Discussion of Veterans Day Event
    - i. Flyer approved for use throughout all publications for both hard and soft copy.
    - ii. Discussed invite process and agreed to standardize the letter for all recipients. Chair Orlemann will sign template and Secretary Gafney will distribute to approved invite list.
      1. Chair Orlemann will coordinate with Comm. Moreno for word processing techniques for future Commission publications.
    - iii. Facebook post is published; photos to be posted will occur in the future.
    - iv. Chair Orlemann confirmed use of 501c(3) "Hope is Helping" to be used in fund raising.
      1. Initial solicitation efforts have begun and awaiting commitments
    - v. VOTQ recognition: City employees who are veterans pending HR email to departments
    - vi. Decorating, food, room layout, setup availability, backdrop sign, swag update discussed
      1. Chair Orlemann will pursue discussions with Memorial Center staff on flag brackets and room layout options. Lighting being analyzed to determine whether additional lighting may be necessary.
      2. Discussion on wall decorating and banners being evaluated.
      3. Gift bags for veterans pending BX, WLA canteen donations
      4. Motion to approve spending up to \$600 for mementos; Motioned by Comm. Steinhauer, second by Comm. Moreno. Approved by Commission 3-0.
  - b. Open Business
    - i. Meetings update: Oversight Board, Vet Collaborative, Master Plan, CVEB were deferred
    - ii. Upcoming meetings
      1. Meeting change from Oct. 15 to 29, location request for Memorial Center.
        - Agenda Items for next meeting – continue with Veterans Day event planning
- 8) Commissioners Report/Recommendations: None
- 9) Adjournment: 4:43 p.m.