

Minutes for the Meeting of City of Hawthorne
Veterans Affairs Commission
October 29, 2018

Meeting Convened: 3:16 P.M.

- 1) Call to Order
 - a. Members Present: Commissioners' Lester, Moreno, Robilotta, Steinhauer, and Chair Orlemann.
- 2) Flag Salute, Pledge of Allegiance.
- 3) Pursuant to Government Code Section 54954.3, notice of posting Meeting: The October 29, 2018, Veterans Affairs Commission Agenda was posted at City Hall, 4455 West 126th Street, Hawthorne, CA on October 4, 2018 at 12:00 p.m.
- 4) Oral Communications: None.
- 5) Written Communications: None.
- 6) Approval of Minutes for the meeting of October 1, 2018. *Motioned by Comm. Steinhauer and seconded by Comm. Moreno, approved by Commission 4-0. (Comm. Robilotta was not a Commissioner on the date of the meeting).*
- 7) Commission's Discussion/Action Items:
 - a. Discussion of Veterans Day Event
 - i. Final communications/marketing/advertisement for event (Billboards, Daily Breeze...)
 1. *Sec. Gafney will coordinate the PAO function with City and outside agencies*
 2. *Chair Orlemann will publish event on Nextdoor*
 - ii. Review invited letter distribution and RSVP from distinguished guests
 1. *No response except COL Igl; Sec. Gafney will send email reminders*
 - iii. Update on Commission Facebook page update; collection of previous photos, "likes"
 1. *Comm. Lester is monitoring FB page; no plans to pay for FB advertising*
 - iv. Fundraising Status
 1. Donations received vs. committed and draft budget plan - *Chair Orlemann and Sec. Gafney to outreach to donors from previous years who have not responded*
 - v. Status of identified City veteran employees
 1. Proclamation draft and production plan
 - a. *18 employees identified; soliciting more information to customize proclamation; outreach to HPD on photos for program inclusion*
 - vi. VOTQ collage/video status – *pending update*
 - vii. Decorating, food, room layout, setup availability, backdrop sign, swag update
 1. *Photo banner ("step and greet") based on logo quality and timing of delivery; Commission approved expense NTE \$400; motioned by Comm. Steinhauer and*

second from Comm. Robilotta. Passed 5-0

- 2. Sec. Gafney to update tri-fold brochure after election, with Commissioner and elected official updates*
- 3. Chair Orlemann awaiting decision on mounting flag brackets*
- 4. Room layout confirmed with head table, guest tables and dance floor*

8) Open Business

- i. Status of new Commissioner appointment – welcome to Commissioner Jim Robilotta*
- ii. Meetings update: Oversight Board, Veteran Collaborative, WLA Master Plan, CVEB*
- iii. Upcoming meetings; agenda topics for next meeting Nov. 5*
- iv. Sec. Gafney to attempt to locate city space to store Commission supplies and materials*
- v. Schedule regular monthly meeting Nov. 19 for after action review of Veterans event*

9) Commissioners Report/Recommendations: None

10) Adjournment: 4:59 p.m.