

**Minutes for the Meeting of City of Hawthorne**  
**Veterans Affairs Commission**  
**November 5, 2018**

**Meeting Convened: 3:15 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 November 5, 2018, Veterans Affairs Commission Agenda was posted at City Hall, 4455 West 126<sup>th</sup> Street, Hawthorne, CA on November 1, 2018 at 12:00 p.m.
- 4) Oral Communications: None.
- 5) Written Communications: None.
- 6) Approval of Minutes for the meeting of October 29, 2018. ***Motioned by Comm. Steinhauer and seconded by Comm. Moreno, approved by Commission 5-0.***
- 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 has notified Daily Breeze, Hawthorne Press Tribune; billboards***
    - ii. Review invited letter distribution and RSVP from distinguished guests
      1. ***Sec. Gafney will send email reminders; Chief Ishii will attend***
    - iii. Update on Commission Facebook page update; collection of previous photos, "likes"
      1. ***No new update***
    - iv. Fundraising Status
      1. Donations received vs. committed and draft budget plan – ***donations continue with commitments at \$3200, and expectations of \$500-\$1000 additional***
      2. Raffle – ***Discussion on raffle of Marriott award and Space X gifts***
    - v. Status of identified City veteran employees
      1. Proclamation draft and production plan
        - a. ***18 employees identified; generic proclamation to be used to represent all honorees, with specific proclamations designed for each individual; HPD has no photos for program inclusion***
    - vi. VOTQ collage/video status – ***Completed, viewed and being coordinated for viewing***
    - vii. Decorating, food, room layout, setup availability, backdrop sign, swag update
      1. ***Photo banner ("step and greet") being donated by Mayor ProTem Awad***
      2. ***Sec. Gafney to update tri-fold brochure after election***

3. *Chair Orlemann ordered flags; Memorial Center donating/installing brackets*
4. *Ceremonial process to be Comm. Moreno as narrator, Chair Orlemann proclamation presenter (Chief Ishii will co-present to HPD officers)*
5. *Program flow: Welcoming, Pledge of Allegiance (Comm. Steinhauer), National Anthem (Chair Orlemann), Recognition of Sponsors (Chair Orlemann), Presentation of Proclamation ceremony, entertainment/dancing/refreshments – comedienne - entertainment/dancing/refreshments*

8) Open Business

- i. Meetings update: Oversight Board, Veteran Collaborative, WLA Master Plan, CVEB
- ii. Upcoming meetings; agenda topics for next meeting Nov. 19 - *after action assessment*
- iii. *Sec. Gafney to attempt to locate city space to store Commission supplies and materials*

9) Commissioners Report/Recommendations: None

10) Adjournment: 4:58 p.m.