

ANC6A Community Outreach Committee  
January 17, 2011 Minutes  
Church of the Lord Jesus Christ of the Apostolic Faith annex, 1235 C St. NE

Meeting called to order at 7:30 p.m.

Committee members present: Elizabeth Nelson (Chair), Jean Kohanek, Pat Joseph (no quorum)

Committee members absent: Rose Williams, Louis Barbash, Necothia Bowens, Mark Roy

Commissioners present: Gladys Mack

Community members present: Sondra Phillips-Gilbert

- I. Agenda
  1. Adopted.
- II. Status report on ANC/COC activities.
  1. The ANC voted to confirm all Community Outreach Committee members for another year.
  2. Ms. Nelson reported that she has completed most of the annual updates to the website. The Commissioner and Committee pages have been updated, new SMD pages created (as required) and she is in the process of archiving the 2010 agendas and minutes/reports. She will be requesting the ANC Chair and the Committee Chairs to provide guidance on the archiving of correspondence from the Other Documents page.
- III. Discussion of implementation of recommendations for paid advertising for ANC 6A meetings.
  1. Ms. Nelson has provided the information necessary for the new version of the monthly ads in the Hill Rag. The bill has been paid and the January ad ran correctly. No further activity will be required except for her submission of the monthly meeting dates- due the middle of the preceding month.
  2. Ms. Nelson has provided updated information (Commissioner names and contact information) for the Fagon Guide ad. There was some discussion as to whether any additional changes should be made but the COC members felt that none were necessary.
  3. Ms. Kohanek will use the Fagon Guide ad as a basis for designing an ad for the Washington Informer. Ms. Bowens is negotiating the details with the publication but was not at the meeting to make a report.
- IV. Discussion of advertising in TheHillsHome:
  1. Ms. Kohanek presented three slightly different versions of the animated ad. The committee was unanimous in selecting the version printed at the end of this report. It consists of four "rotating" panels.
  2. Ms. Kohanek will submit the ad by email and will request that it be posted 7-10 days in advance of the February ANC meeting. She will request an invoice which will be forwarded to the Treasurer for payment.

V. Preliminary discussion of revised ANC flyer:

1. Ms. Kohanek made preliminary changes to the existing ANC flyer. She will update one phone number and then Ms Nelson will replace the version on the website within the next few days so that we do not have incorrect information on the website. [This has been done.]
2. The list of agenda distribution points may require updating. Absent members of the COC will be polled to determine what needs to be changed. Ms. Joseph offered to take over one or more of the locations. Ms. Nelson will ensure that the COC members are included on the cc when the agenda is electronically distributed so they will be reminded to print copies.
3. A plan for distribution will be developed later, including a recommendation for a printing budget. In the interim, a few hundred copies will be printed out of the COC monthly budget. These will be used primarily at ANC and ANC Committee meetings.

VI. The next meeting will take place Monday, February 21, at 7:30 p.m. at 1235 C St. NE

Meeting adjourned at 8:20 p.m.