

ANC6A Community Outreach Committee
January 21, 2013 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, Louis Barbash, Rose Williams, Maurice Cook, Gladys Mack (quorum)

Committee members absent: Pat Joseph

Commissioners present: David Holmes

I. Agenda

Adopted.

II. Chairman Holmes thanked the Community Outreach Committee (COC) members for their service.

III. Status report on website & Fagon Guide advertising.

1. Ms. Nelson reported that the website has been updated to reflect the new commissioners and officers. She will soon begin moving some correspondence from the Other Documents page to the archive pages.
2. To date, she has not received notice from the Fagon Guide to update last year's ad. The committee agreed that this year's ad should have the same format. Ms. Nelson will provide the updated commissioner information, when the request arrives. When she receives the draft, it will be forwarded to the commissioners for their approval. Turn-around will be tight at that point.

IV. Discussion of revision of ANC 6A flyer

1. Ms. Kohanek had prepared two draft layouts for the ANC flyer, one the same as in the past but with updated information, the other of a completely different design. The new design includes the same basic information, including contact information for commissioners, meeting schedule and contact information for the committees, ANC map, URL for the website and mailing address and meeting location and schedule for the ANC. All preferred the new design as it is more attractive and likely to attract attention. Also, it does not require a tri-fold which makes it more economical to produce. Ms. Kohanek has created two variations of this design, one in color and the other in black and white with indented margins making it easier to print for some persons who may download it from the website. Both variations will be made available on the website.
2. There is no plan to print large numbers of the flyer for a wide distribution. (The committee feels that this is not worth the cost, given the size of the ANC budget.) A few will be produced, likely out of the COC photocopy budget, for use at committee meetings and ANC meetings. Nevertheless, Ms. Kohanek will research the cost of having the printing done at some place other than Kinkos.
3. As only a few will be printed at any one time, it is feasible to make changes to the flyer as the need arises. However, the situation with the chairs of the ABL and ED&Z committee should be addressed before the flyer is made public. Currently, there is no chair for ED&Z and the chair of ABL has said he may resign. Ms. Nelson will contact David Holmes for guidance. [This was done, subsequent to the meeting.]

4. The draft document will be made available for the review of the commissioners at least a week prior to the February 14 ANC meeting.
 5. A motion to request approval is not necessary as the commissioners have already given their blessing to the project. **However, we do request that they provide any comments or updates by the end of the February 14 ANC meeting** as it is important to replace the seriously outdated version currently on the website.
 6. A recommendation with regard to printing may be forthcoming at a later date, if we determine that it is better not to use Kinkos.
- V. Confirmation of next meeting date.
The committee meets on the third Monday of each month and usually keeps that date when it falls on a holiday. However, Ms. Mack asked that the meeting not take place on the holiday. Ms. Kohanek said there was a possibility that she would be unavailable on that Monday. The COC members present agreed to accommodate Ms. Mack's request and set the date for the fourth Monday, February 25. This will mean that minutes must be produced and reviewed quickly to make the deadline for the March ANC meeting.
- VI. Meeting adjourned at 8:15p.m.
- VII. **The next meeting will be held February 25, 7:30 p.m. at 1235 C St. NE. Note that this is the fourth Monday, rather than the usual third Monday.**