

Minutes  
ANC 6A Community Outreach Committee (COC) of  
the Advisory Neighborhood Commission (ANC) 6A  
Regular Meeting - January 26, 2015  
Maury Elementary School  
1250 Constitution Avenue NE, Washington, DC

Meeting called to order at 7:00 pm.

COC members present: Roni Hollmon, Jean Kohanek, Gladys Mack, Raphael Marshall (Co-Chair), Joyce West, Shirley Worthy, Dana Wyckoff (Co-Chair) (Quorum)

COC members absent: Pat Joseph

ANC Commissioners present: Matt Levy, Sondra Phillips-Gilbert, Calvin Ward

Community members present: Perry Roots, Pete Maki, Hannah Lewis, Ed Gilbert

**I. Agenda**

Adopted.

**II. Old Business**

1. Grant Application Revisions: Per the COC recommendations and ANC approval at the December 11, 2014 ANC meeting, the Committee discussed several issues pertaining to the ANC 6A Grant process, including revising the cover sheet/instructions; adding a 'statement of compliance' requirement at the end of the grant period; and updating the ANC 6A grant website page. Committee Member Jean Kohanek also suggested the Committee revise the current application to make it more user-friendly. Committee Member Gladys Mack stressed the importance of accountability in the end-use of grant funds. The Committee agreed to a suggestion that members review samples of the grant applications/instructions of several ANCs throughout the city that Co-Chair Dana Wyckoff had surveyed online. The examples will be forwarded to Committee members by email before the next meeting for comments/suggestions to prepare drafts for consideration at the next COC meeting.
2. ANC 6A Website Conversion and Maintenance Update: Co-Chair Wyckoff reported that she had been informed by Ms. Elizabeth Nelson, former Chair of the COC, that the contractor is continuing to migrate the old files to the new platform, and that the creation of new website is underway. Committee Member Kohanek will follow up with the contractor before the next meeting.
3. ANC 6A Flier: Committee Member Kohanek has prepared a revised version of the ANC 6A flier, available online and for printing/distribution. Co-Chair Raphael Marshall said that contact information for Co-Chairs of all committees should be included. General discussion of possibly adding Committee descriptions or more information ensued. Committee Member Kohanek demonstrated that the tri-fold design of the flier prevents major design or copy changes. From the floor, Commissioner Matt Levy said that he has a new phone number which he will provide Committee Member Kohanek. From the floor, Mr. Ed Gilbert, a community member, reminded Committee Member Kohanek of the importance of accessibility for visually impaired readers. Committee Member Kohanek assured him that the online version is scalable. Committee Member Kohanek will contact ANC Commissioners and Committee Co-Chairs for sign-off on contact information and revise the document for the next meeting.

### III. **New Business**

1. Development of Mission Statement: Co-Chair Marshall introduced and members discussed the need for the Committee to develop a Mission Statement to submit to the ANC for approval. A Mission Statement would help define the Committee's role for ANC residents, and establish goals for the Committee in the areas of outreach and communications. Co-Chair Wyckoff, in a survey of DC ANC websites, had collected examples of mission statements for COC and other types of ANC committees throughout the city. These examples will be emailed to Committee members before the next COC meetings for an online discussion/creation of a draft Mission Statement for the next COC meeting.
2. Outreach Review: A review of outreach procedures as part of the development of a COC mission statement/goals was suggested by Co-Chair Wyckoff. A partial list of current and potential outreach/communication tools including the ANC 6A website, Twitter, email; other listserves and blogs, signage/posting locations, mailings, and in-person contacts was distributed, and will be updated to include COC member suggestions.
3. Grant Funding and Outreach: There were no grant applications received for the cycle ending before the COC meeting. At the December 2014 ANC meeting, Commissioners had approved the COC recommendation that the grant cycle remain the same: 'smaller' grants (i.e. \$300.00 or below) reviewed on a monthly basis and 'larger' grants (i.e. over \$301.00) on a twice-yearly basis.

The COC discussed the amount of money available for grants for FY 2015 (\$2,000.00); some Committee members were unsure of why grant funds were reduced for FY 2015 from FY 2014 levels. The new ANC Treasurer will forward the exact amount of available funds before the next COC meeting. Committee Member Kohanek noted that the grant amounts varied from year to year and that ANC budgets have been reduced over the years across the city.

The COC discussed ways to improve outreach and publicity for the grants, including improvements to the ANC 6A website grant page and community calendar; postings on listserves and blogs; flier distribution; postings at businesses, recreation centers, and libraries; contacts with ANC-based non-profits by ANC Commissioners and COC members; and media alerts.

Co-Chair Marshall recommended that COC members attend a 'grant-writing workshop' being sponsored by the COC of nearby ANC 6C. The workshop will be February 7, 2015 at 10:00 am. Co-Chair Marshall forwarded the information to COC members and to ANC Commissioners present. Co-Chairs Marshall and Wyckoff plan to attend the workshop.

4. Block Captains/Outreach Reps: Co-Chair Wyckoff opened a discussion of block captains or outreach representatives for communication/outreach within the ANC. Committee Member Roni Hollmon was concerned that this duplicated and burdened the MPD Police Service Area (PSA) Representatives/Block Captains but Co-Chair Wyckoff said that the role would not be for safety, but for communication/outreach and apologized for any confusion. Committee Member Joyce West suggested the term 'engagement' instead of outreach. Co-Chair Marshall noted that, when he was an ANC Commissioner, he always walked his Single Member District (SMD), spoke with residents and left information and materials. Committee Member Hollman said that outreach needs varied from SMD to SMD. From the floor, Commissioner Levy said that he had used 'block captains' during his campaign and that it was a good communication strategy for getting information out even after the election. From the floor, Commissioner Sondra Phillips-Gilbert said that she felt it necessary to meet personally with SMD residents, and that she wanted them to see her face, not that of another person. From the floor, Pete Maki and Perry Roots, community members who run an Adopt-A-Block cleanup program in the Kramer Street/Gales Street area both said that personal interaction is important and that they communicate about their events by visiting neighbors, talking to people on the street, distributing fliers, posting signs, sending email, and holding block parties; their membership has grown from twelve (12) to nearly one-hundred (100) people. Committee Member West requested more information about their program to possibly develop a similar program in her neighborhood.

IV. Meeting adjourned at 8:31 pm.

**The next regular meeting of the ANC 6A COC  
Monday, February 23, 2015 at  
7:00 pm  
Maury Elementary School, 1250 Constitution Ave NE  
(enter from 200 block of Thirteenth (13<sup>th</sup>) Street)**