

Minutes  
ANC 6A Community Outreach Committee (COC) of  
Advisory Neighborhood Commission (ANC) 6A  
Regular Meeting - March 16, 2015  
Maury Elementary School  
1250 Constitution Avenue NE, Washington, DC

Meeting called to order at 7:00 pm.

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

COC members absent: Roni Hollmon

ANC Commissioners present: Sondra Phillips-Gilbert

Community members present: Hannah Lewis

**I. Agenda**

Adopted.

**II. Old Business**

1. Mission Statement: The Committee reviewed the draft mission statement that had been revised by Co-Chair Dana Wyckoff following the February 2015 meeting. After suggestions and discussion, Committee Member Joyce West read out and the Committee moved and seconded the motion to approve the COC Mission Statement and to submit it to the ANC 6A Commission for approval at its April 9, 2015 meeting. The vote was 8-0, with one Committee Member absent and Commissioner Sondra Phillips-Gilbert voting.

The COC will forward to the ANC the following recommendation:

- That the ANC approve the Mission Statement of the Community Outreach Committee, as written:

“The Mission of the ANC 6A Community Outreach Committee (COC) is to improve communication and engagement between the ANC 6A Commission and residents to help strengthen our community; provide information about government and community resources and events; and administer the Grant Program through which the Commission supports non-profit initiatives that benefit residents in our ANC.

The COC will develop an outreach and communications strategy to inform residents about ANC meetings, community events and programs; promote participation in the ANC 6A Grant Program and manage and monitor applications and funded grants; facilitate community engagement and activities; and update the ANC webpages listing government and community resources and events.”

2. Grant Application Update: Co-Chair Wyckoff suggested that, because of time constraints at monthly COC meetings, a smaller group of Committee Members review the applications and requirements of selected DC ANCs and the DC government rules for grants and prepare draft updates for presentation at the April 2015 COC meeting. Committee Members Jean Kohanek and West and Co-Chair Raphael Marshall kindly volunteered for the project. The group will review samples and materials collected by

Co-Chair Wyckoff and submit suggestions to her online; the group will present suggestions at the April 2015 meeting.

The Committee again discussed the amount of funds available (\$2,000.00) for FY 2015, which was confirmed by ANC Treasurer Stephanie Zimny per a request at the February ANC meeting by Commissioner Phillips-Gilbert. Co-Chair Marshall said that the amount of money available matters, because it affects whether groups will apply and the limit of funds they can request. Commissioner Phillips-Gilbert said that the amount of funding is up to the Commission. Co-Chair Wyckoff pointed out that per COC rules, there are small grants (up to \$300.00) available monthly, and larger grants available two times a year, though there had been no applications to date.

There were no grant applications received in the period ending March 15, 2015. Co-Chair Wyckoff noted that the grant program is not being actively promoted, though there are funds available. Committee Member Kohanek suggested waiting until application updates are completed; Committee Member Gladys Mack noted that ANC 6C had completely stopped accepting applications during a year-long overhaul of their grant program. The Committee agreed to accept applications for review, though not actively promote the program, until revisions are finalized.

3. ANC 6A Flier: Co-Chair Wyckoff, who had requested that Commissioners and Committee Chairs review and confirm their contact information on the flier, reported that she had heard from some, though not all, officials. Once all information is received, Committee Member Kohanek will finalize the document and forward it for inclusion on the ANC website, where it will be available for printing and distribution at ANC, Committee and Single Member District (SMD) meetings.
4. ANC 6A Website: The Committee welcomed the news that the website is 'live' and discussed a review and update of information/links on several pages that are related to community outreach and engagement, including Government Agencies, Community Resources, Community Calendar and Publications. Committee Member Pat Joseph and others kindly agreed to help review the pages; Commissioner Phillips-Gilbert suggested soliciting for organizations to link to the Community Resources page; Committee Member Mack mentioned The Joy of Motion on H Street. Committee Member West suggested organizing the pages by topic or issue; other options include a Frequently Asked Questions (FAQ) or "How Do I" section on the Government page or creating a separate quick answers page. The webpage review process, including assignments, timeline and criteria will be discussed at the April 2015 COC meeting.

As part of the discussion about canvassing for community organizations, Committee Member West asked whether all ANC SMDs are represented on the COC. Co-Chair Wyckoff responded that there is not full representation of all ANC Commissioners, and suggested recruiting representative members as a part of an outreach goal for the Committee, and that it is also an issue for the ANC to address.

### III. New Business

1. Committee Goals for 2015: This issue was not discussed due to time constraints and will be discussed/finalized at the April 2015 COC meeting.

2. Grant Outreach Plan and Implementation: This issue was raised during the discussion of the Grant Application Update.

IV. Meeting adjourned at 8:32 pm.

**The next regular meeting of the ANC 6A COC  
Monday, April 20, 2015 at 7:00 pm  
Maury Elementary School, 1250 Constitution Ave NE  
(enter from 200 block of Thirteenth (13<sup>th</sup>) Street)**