

Minutes
ANC 6A Community Outreach Committee (COC) of
Advisory Neighborhood Commission (ANC) 6A
Regular Meeting - May 18, 2015
Maury Elementary School
1250 Constitution Avenue NE, Washington, DC

Meeting called to order at 7:02 pm.

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

ANC Commissioners present: Sondra Phillips-Gilbert

Community members present: Hannah Lewis, Mulikat Sarumi

I. Agenda

Adopted with amendment

II. Old Business

1. Grant Application Revision: The Committee reviewed a rough draft of suggested revisions to the ANC 6A grant application instructions, compiled by Co-Chair Dana Wyckoff with input from the COC's 'grant small group' tasked with updating the documents.

Revisions to the grant application instructions and final report requirements are to fulfill recommendations approved by ANC 6A in December 2014 designed to make the grant application more user-friendly and compliant with ANC 6A and DC ANC rules and legal requirements.

Discussion included concerns about the length of the draft document, with Committee Member Jean Kohanek noting that instructions should help applicants fill out the form easily, and a bullet-point format might be useful. Committee Member Pat Joseph suggested the draft be cut down and edited further. Committee Member Joyce West recommended a review of the current application form and instructions, to prevent overlap. Committee Member Shirley Worthy said that the current instructions on the application should be removed, since there was duplication. Committee Member Gladys Mack suggested striking the first paragraph of the "Overview" page.

Committee member Roni Hollmon was concerned that the language under "Eligibility and Rules" - describing what types of organizations may apply - was not clear enough. She noted that certain groups are eligible to apply even if they don't have a 501(c)3 designation and that this was not emphasized strongly enough in the draft. Co-Chair Wyckoff agreed, and will re-write this section to clearly define that eligible groups without a 501(c)3 may apply.

Commissioner Sondra Phillips-Gilbert said that she felt that the COC grant application should allow individuals to apply without being part of a 501(c)3 group or an eligible organization. Co-Chair Wyckoff and other Committee Members noted that this is not allowed under ANC 6A and DC ANC rules. Commissioner Phillips-Gilbert said that the COC can make recommended changes to include individuals that want to provide

services to their communities and submit it for the ANC for its consideration and action.

Committee Member Kohanek said that reviewing the draft at a meeting is “a lot to digest” and suggested circulating it for review online before the next meeting. Co-Chair Wyckoff noted that the ‘grant small group’ was created to work online and between meetings, and that having the whole group see the ongoing product was to ensure input from all. Co-Chair Wyckoff will incorporate edits and suggestions from the COC meeting and circulate an edited version before the next meeting to the ‘grant small group’ and all COC members for comments.

Draft suggestions for the grant ‘final report’ requirements prepared by Committee Member West, who serves on the ‘grant small group’ were not reviewed due to time constraints.

2. Grant Outreach Plan and Implementation Strategy: This was not discussed due to time constraints.

III. New Business

1. Website Review and Outreach Process: The Committee is tasked, as part of its mission statement, with reviewing and suggesting updates to certain ANC 6A webpages, including ‘Government’, ‘Organizations’ and ‘Grants’; and suggesting other changes related to outreach and communication.

The Committee discussed the process of updating the pages, ensuring the inclusion of pertinent groups, and how to organize the pages. Committee Member Kohanek said that the links on the ‘Government’ and ‘Organizations’ pages need to be checked and updated one by one. Committee Member Mack said that some groups listed on the ‘Organizations’ page aren’t really active; Commissioner Phillips-Gilbert and Co-Chair Wyckoff said that it is up to the COC to contact those already listed and see if information and links are active, but it is not up to the Committee to choose who to list as long as the group’s purpose is to benefit residents of the ANC.

Committee Member Joseph agreed to check the ‘Government’ pages; both Committee Member Worthy and Commissioner Phillips-Gilbert said that listing 311 and 911 was important. Committee Member Joseph asked how involved should the help/Frequently Asked Questions (FAQ) section be, noting the process to report and follow up on an issue was to contact 311 (to get a confirmation number), then the ANC Commissioner, then the Councilmember. Commissioner Phillips-Gilbert suggested including the process and the approximate time to wait before moving to the next level. Committee members discussed ways to organize the ‘Government’ page, including a FAQ; an expanded paragraph on how to use 311 to report problems via phone, email or app; or a ‘who to contact first’ section.

Co-Chair Wyckoff asked the Committee Members to suggest groups that should be included on the ‘Organizations’ page before the next COC meeting. She will send out a link to the current ANC 6A ‘Organizations’ page, as well as links to good examples of ‘Community’/‘Organization’ pages from other DC ANC websites for Committee Members to review and use as a springboard for ideas.

2. Day and Location of COC Meeting: The Committee had moved and adopted an amendment to the Agenda to discuss a proposal by Co-Chair Raphael Marshall to move the current COC meeting day and location from the third (3rd) Monday of each month at Maury Elementary School (ES) to the third (3rd) Thursday of each month at Sherwood Recreation Center. Co-Chair Wyckoff noted that while it is the prerogative of the ANC and the Committee Chair to set the meeting day and location, it is important for the full Committee to discuss the issue, since it affects the schedules of all members.

The Committee first discussed the issue of moving the meeting day from the third (3rd) Monday to the third (3rd) Thursday of each month. Co-Chair Marshall said that he wanted the day change because currently both the ANC 6A COC and the Transportation and Public Space Committee (TPS) meetings are held on the same day, and he wants to attend the TPS meeting, especially about issues concerning H Street, Eighth (8th) Street and surrounding neighborhoods. Protracted discussion ensued: Committee Members Worthy and Kohanek said that either day was good; Committee Member Joseph said that meeting on Mondays worked better for her schedule, Committee Members West and Mack said they wanted to attend TPS meetings and wanted the meeting to move to Thursdays. Commissioner Phillips-Gilbert supported the move so she can attend the TPS meetings.

Co-Chair Wyckoff said that the third Thursday of each month conflicted with another community meeting she attends. Commissioner Phillips-Gilbert asked Co-Chair Wyckoff why the Committee had to follow her schedule, and that Co-Chair Marshall could run the meetings. Co-Chair Wyckoff noted that everyone on the committee knew the meeting day, location and time when they asked to be appointed to the Committee, and that the COC and TPS meeting dates have been scheduled on the same day for many years.

Committee Member Hollman said that the third (3rd) Monday was more difficult for her, though not every Monday was so busy. The alternative meeting day of the fourth (4th) Monday of each month was then discussed. Co-Chair Marshall said that moving the meeting to the fourth (4th) Monday of each month meant that he would have to attend ANC-related meetings three separate weeks in a row. Committee Members Hollman, West, Worthy, Joseph and Kohanek were agreeable to meeting on the fourth (4th) Monday of each month.

Co-Chair Marshall also proposed moving the meeting location from Maury Elementary School (ES) to Sherwood Recreation Center. Co-Chair Wyckoff pointed out that two ANC 6A Committees (Alcohol Beverage Licensing and Economic Development and Zoning) currently meet at Sherwood, and the third (Transportation and Public Space) meets across the street at Capitol Hill Towers, 900 G Street NE. She said that if the COC meeting moved to Sherwood, the geographic distribution of public meetings within the ANC would be non-existent. Co-Chair Marshall responded that it was not up to him to know where the other meetings were held.

Commissioner Phillips-Gilbert said that people are 'used to attending meetings at Sherwood' and more people would attend the COC meeting if it was held there. She noted that the Sherwood Recreation Center Manager 'is right here' (indicating Co-Chair Marshall) and that a decision to schedule the meeting could be made right away. Co-Chair Wyckoff asked Commissioner Phillips-Gilbert why she did not support holding

the meeting at Rosedale Community Center, which is in her SMD, and which would ensure more geographically diverse public meetings within the ANC. Commissioner Phillips-Gilbert said that holding the meetings at Sherwood would bring out a more diverse group of people, which would not be true at Rosedale Community Center. Committee Member Worthy agreed with this, saying that there is more diversity at Sherwood. Committee Member Hollman stated that if the meeting was moved to Sherwood, she would quit the Committee, since it would lengthen her walk to/from the meeting and increase her safety concerns. Committee Member Joseph agreed and did not support moving the meeting location.

After further discussion, the Committee moved and seconded a motion to approve the recommendation that the COC meeting day move to the 4th Monday of each month, from the current 3rd Monday of each month, pending the availability of accessible space at Maury ES; and to submit it to the ANC 6A for a vote at its June 11, 2015 meeting. The vote was 9-0 with Commissioner Phillips-Gilbert voting.

The COC will forward the following recommendation to the ANC:

The monthly meeting day of the ANC 6A Community Outreach Committee will move from the third Monday of each month to the fourth Monday of each month, pending the availability of adequate and accessible meeting space at Maury Elementary School; and after due public notice and discussion. The meeting location (Maury ES) and start time (7:00 pm) will remain as it currently is set.

IV. Meeting adjourned at 8:30 pm.

**The next regular meeting of the ANC 6A COC
Monday, June 15, 2015 at 7:00 pm
Maury Elementary School, 1250 Constitution Ave NE
(enter from 200 block of Thirteenth (13th) Street)**