

**Harbor Gateway North Neighborhood Council
Ad Hoc Election Committee – January 20, 2021
Held via Zoom webinar**

Present: Joan Jacobs (Chair), Rosalie Preston (Secretary), Fred Nichols, Eva Pace, and Micah Silver

1) Welcome/call to order: The meeting was called to order at 6:35 p.m. by Chair Joan Jacobs.

2) General Public comment on non-agenda items: District 2 stakeholder Joseph Chung of the Dae Hueng Korean Presbyterian Church, introduced himself and said he was interested in listening in for a short time.

3) Approval of the January 18, 2021, minutes: Because not all of the Committee members had reviewed the emailed draft minutes, their approval was tabled until the next meeting.

4) Updates from City Clerk – Elections: There was no update.

5) Finalize design/wording of candidate recruitment graphics, distribution methods, and timeline: The graphic designer Li Hui Ting shared the look of the 8 ½ x 11” flyer, .65 x 9” flyer, door hangar, website leaderboard banner, square design to use for social media, and banner for Facebook posts. Committee members again commented on the great design of the HGNNC outline map, which Li Hui will provide to the Neighborhood Council to use on the website and for future flyers and brochures. It was moved by Fred Nichols, seconded by Rosalie Preston, and passed 4-0-0 to approve these graphic designs. Li Hui said that she would email the website leaderboard banner so that the HGNNC webmaster Wendy Moore can try it out on the candidate recruitment web page. Rosalie will send the current flyer wording for translation into Spanish.

(Micah Silver entered the meeting at 7:30 p.m.)

Because the Every Door Direct Mail requires delivery of sufficient flyers to cover each mail route and there are twenty-two mail routes to cover the HGNNC area from four post offices with a lot of over lap into City of Gardena and County of Los Angeles areas, 15,000 flyers would have to be printed to ensure coverage. Rosalie had prepared various scenarios to keep the printing and delivery costs within the approved budget. There could be a combination of door hangars delivered by ACI/CIPS and some Every Door Direct Mail delivery to a few mail routes with a lot of apartments which ACI/CIPS cannot access. Or there could be half flyers delivered by EDDM and half by ACI/CIPS, but most likely ACI/CIPS cannot find a sub-contractor to cover such a small area. It was finally decided to print 15,000 .65 x 9 “ flyers for delivery by Every Door Direct Mail, with the proposed doorhangar for the Shred Day/voter registration event cancelled; instead that event and the Candidate Forum will be advertised on a two-sided colored 8 ½ x 11” flyer which will be delivered by ACI/CIPS in the week before April 24, the Shred Day event and April 27, the Candidate Forum. A small residential area of 90248 south of 168th Street along Figueroa Street will receive flyers printed by the HGNNC on its own copy machine and delivered by Committee members because those homes are only a tiny part of the overall mail delivery route. It was moved by Rosalie Preston, seconded by Fred Nichols, and passed 5-0-0 to proceed with this option.

There was a beginning discussion of the timeline for the candidate recruitment elements. The website leaderboard banner will go up on the HGNNC website as soon as possible. Wording for the website needs to be developed, including a listing of the seventeen Board positions and brief descriptions of their duties from the Bylaws and links to the candidate workshops and City Clerk Election website. There needs to be coordination with when Wendy Moore posts the election information on social media, with Micah Silver being the Committee’s representative. Questions

received via social media from prospective candidates should be referred to the City Clerk's office and the DONE election website.

6) Review of qualifications for Board positions and required candidate verification

documents: Rosalie Preston shared her screen to show the 2021 NC Election Documentation Guide, which lists which types of documentation various types of stakeholders need to be eligible to run for various Board seats. Rosalie explained that if a stakeholder is not someone who lives, works, or owns property within the Neighborhood Council boundaries, then they may qualify as a Community Interest stakeholder if they belong to a community organization within a Neighborhood Council's boundaries, with a physical address, for at least a year, with on-going and verifiable activities that confer some benefit on the community within the boundaries. These include non-profits, educational, and religious organizations.

7) Discussion of other election campaign elements, such as goals for number of candidates and voters:

Rosalie showed a summary listing of the number of voters in some of the recent HGNNC Board elections: 2019-160 (in person voting), 2016-178 (online registration), 2014-144 (vote by mail), and 2012-279 (in-person but a hotly contested election for Chair). There need to be some contested seats in order to hold the election and the HGNNC usually has trouble finding at least one person to run for each Board seat. The more candidates who run, the more likely it is that there will be a higher number of voters.

8) Announcements: There were no announcements.

9) Adjournment/setting of next Committee meeting: The meeting adjourned at 8:27 p.m. The next Committee meeting will be Wednesday, January 27 at 6:30 p.m.

Minutes taken by Rosalie Preston, Secretary