

**Harbor Gateway North Neighborhood Council**  
**Ad Hoc Election Committee – February 3, 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 6:37 p.m. by Chair Joan Jacobs.

**2) General Public comment on non-agenda items:** There was no public comment.

**3) Approval of the January 27, 2021, minutes:** Fred Nichols read out the minutes. It was moved by Fred Nichols, seconded by Eva Pace, and passed 5-0-0 to approve the minutes as submitted.

**4) Updates from City Clerk – Elections:** The HGNNC Election Administrator Lanee Basulto was joined by Michael Laktorich in clarifying how the City Clerk will be determining which Board seats potential candidates are eligible to run for. She said that they review the Neighborhood Council Bylaws and the last part of that, Attachment B, which summarizes the Board seats with the age requirement for running and also the age of those who can vote for the seat, along with whether a candidate is required to live, work, or own property within the HGNNC boundaries. Seven of the Board seats (Chairperson, Vice Chairperson, Secretary, Treasurer, Community Organization Representative, Youth Advocate, and Outreach/Communications Representative) require a stakeholder who lives, works, or owns property within the boundaries. The new Community Interest Stakeholder definition only applies to the At Large Representative seat, which can also be filled by someone who lives, works, or owns property within the HGNNC boundaries. Potential candidates with any questions can email or call the City Clerk for clarification. For the At-Large Representative seat, a Community Interest stakeholder must be part of an organization which has maintained a physical location within the HGNNC boundaries for at least a year. Refer potential candidates and later on potential voters to the City Clerk for clarification rather than interpreting the requirements yourself. The City Clerk is serving as the neutral party for the Neighborhood Council elections.

**5) Wording for HGNNC website, social media posts, and robo-call regarding candidate recruitment:** The current election website on [www.harborgatewaynorth.org](http://www.harborgatewaynorth.org) was reviewed and Micah Silver prepared some alternative language for the introduction. The graphic which Wendy Moore added will be removed in place of the graphic prepared by Li Hui Ting so that there is a consistent look to all of the election-related graphics. There will be a link to the document which Rosalie Preston prepared from the Bylaws with a brief definition of each Board seat and the age and other requirements for running. The outline map which Li Hui created for the flyer is now available as a stand-alone graphic. The three possible versions (gray outline on white, gray outline on gray background, and white outline on a deeper green) were shown and the Committee preferred the white on green for the HGNNC website.

There was discussion of which hashtags to use for the social media posts, such as #harborgateway, #harborgatewaynorth, #wearecd15, and #cd8. The social media posting language will change each week. Micah will work with Chair David Matthews to schedule the posts in advance. There was some discussion of how best to utilize the official Harbor Gateway North Nextdoor account which DONE set up, but the other designations for Downtwon Gardena and Gardena/Harbor Gateway have to be included as so many HGNNC stakeholders are already signed up into those groups. An official YouTube account may be created, also.

There was discussion of the wording for the 42 second robo-call. Chair Joan Jacobs suggested having Micah record the message and he said he could use equipment at his sound studio so that the recorded quality is better than when the message is recorded from a home telephone.

**6) Prepare event details for Voter Registration/Shred Day:** Rosalie said that she had contacted Home Assembly Church and they are able to host the event on Saturday April 24, if City Clerk Funding approves holding it. Originally, the idea was to hold it in the parking area behind Stapes at the Gateway Crossroads Center, but the Home Assembly Church location is more central for the whole Neighborhood Council and there is less street traffic on Figueroa Street. Shred It will be able to have the shred van operator take boxes or bags out of stakeholder vehicles, dump the papers for shredding into a rolling bin and then put the bags and boxes back into the stakeholders' vehicles. However for the voter registration element, Committee members expressed concern about having Committee members hand a tablet or clipboard to stakeholders via their driver side window, with the items needing to be sanitized after each use. The drive up shred event could still happen, with possibly an instruction sheet given out on how to register to vote. Chair Joan Jacobs will discuss feasible options with the HGNNC Funding Representative Shawna Dungo.

**7) Announcements:** There were no announcements.

**8) Adjournment/setting of next Committee meeting:** The meeting adjourned at 8:28 p.m. The next Committee meeting will be Wednesday, February 10 at 6:30 p.m.

Minutes taken by Rosalie Preston, Secretary