



ADVISORY NEIGHBORHOOD COMMISSION 7F

Government of the District of Columbia

One Commitment, Our Community.

Special Call Commission Meeting Minutes

November 7, 2024

I. Call to Order and Roll Call

The meeting was called to order at 6:54 PM by Chairperson Holcomb. Roll call confirmed the presence of Commissioners Hughes, Edwards, Thompson-Wright, Hayes, Holcomb and Orendoff (later joined).

II. Appointment of Technical Communications Intern

Motion: Commissioner Thompson-Wright moved to appoint Quadir Rayfield as the Technical Communications Intern for the remainder of 2024 (November and December) and for the calendar year 2025.

Stipend: The total stipend for the intern will be \$1,850, which includes an additional \$350 for transportation expenses.

Second: Commissioner Edwards seconded the motion.

Vote: The motion was approved unanimously.

III. Approval of Quarterly Financial Reports

A. FY24 Q3 Financial Report Reapproval

Background: Due to a system glitch, the Q3 financial report required reapproval to ensure compliance.

Motion: Commission Treasurer Commissioner Thompson-Wright moved to reapprove the FY24 Q3 Financial Report with edits as required by the Office of ANC (OANC).

Second: Commissioner Edwards seconded the motion.

Vote: The motion was approved unanimously.

B. FY24 Q4 Financial Report Approval

Treasurer's Report: Commissioner Thompson-Wright presented the Q4 financial report, outlining the following details:

- Balance Forward (Checking): \$39,742.54
- Allotment: \$10,548.64
- Interest Deposits: \$7.65
- Total Funds Available: \$50,298.83
- Expenditures:
 - Personnel: \$200.00
 - Direct Office: \$50.00
 - Communications: \$4,213.01
 - Office Supplies: \$781.96

- Postal Services: \$210.00
- Ending Balance (Checking): \$44,843.86
- Ending Balance (Savings): \$22,356.18

Motion: Commissioner Thompson-Wright moved to approve the FY24 Q4 Financial Report as presented.

Second: Commissioner Hayes seconded the motion.

Discussion: A point was raised regarding the \$200 expenditure in Personnel, questioning if it should be categorized under "Purchase of Service." It was agreed that further clarity would be sought, and adjustments could be made if necessary.

Vote: The motion was approved unanimously.

IV. FY25 Budget Adjustment

Proposal: Update the FY25 budget to include an additional \$700 for contractor travel stipends:

- Quadir Rayfield: \$1,850 + \$350 (total \$2,200 for the semester)
- Naya: Increase to \$5,200 annually with the travel stipend.

Motion: Commissioner Thompson-Wright moved to increase the personnel budget by \$700 for contractor travel expenses.

Second: Commissioner Hayes seconded the motion.

Discussion: Commissioner Thompson-Wright emphasized that contractors should not be referred to as "personnel."

Vote: The motion was approved unanimously.

V. Approval of 2025 Meeting Dates

Proposed Meeting Dates:

- January 21, 2025
- February 18, 2025
- March 18, 2025
- April 15, 2025
- May 20, 2025
- June 17, 2025
- Special Call Meeting: July 1, 2025 (Virtual)
- September 16, 2025
- October 21, 2025
- November 18, 2025
- December 16, 2025

Motion: Commissioner Thompson-Wright moved to approve the proposed meeting dates for 2025.

Second: Commissioner Orendoff seconded the motion.



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Discussion: All regular meetings will be hybrid, with the exception of the July 1st meeting, which will be virtual.

Vote: The motion was approved unanimously.

VI. Approval of ANC Specialty Fund for 2025 Mailer

Proposal: Allocate funds from the ANC Specialty Fund to design and distribute a mailer announcing the 2025 meeting schedule.

Motion: Commissioner Orndoff moved to approve the use of the Specialty Fund for the 2025 meeting mailer.

Second: Commissioner Hayes seconded the motion.

Discussion: Commissioners discussed the option of updating photographs for the mailer and including magnets for community use. Chairperson Holcomb will coordinate new headshots.

Vote: The motion was approved unanimously.

VII. Adjournment

With all business concluded, the meeting was adjourned at 7:16 PM.

Next Meeting: November 26, 2024.