

# Charter 738 News!

Quarterly Newsletter from the Office of ANCs

Vol. 5, Issue #1



Office of  
Advisory  
Neighborhood  
Commissions

Welcome to this Quarter's edition!

## Inside:

1. Library Accounts for ANCs
2. OANC50 Giveaways!
3. Treasurer Training Pilot in Absorb
4. Shared Services – Mail, Office Space, Archiving & Shredding



## Important Dates

<b>1<sup>st</sup> Quarter QFR Deadline</b>	<b>February 15</b>
DC Chinese Lunar New Year Parade	February 22 2-4 p.m.
<b>2<sup>nd</sup> Quarter QFR Deadline</b>	<b>May 15</b>

### DID YOU KNOW?

.... That ANCs are required to maintain a profile in the DIFS system?

This system is what allows ANCs to be paid their monthly allotments from the OCFO. What you may not have known is that the OANC has been completing the paperwork, account setup, and registration for ANCs.

OANC has been managing the supplier profile every 5 years and validating the bank account every three. The renewal period for both is coming up and the OANC wanted to make sure we have your approval to validate or update banking information and submit updated required documents for three years. There is some belief that the expiration of these renewal periods should coincide with the ANC renewal terms.

If you object to OANC completing this process and you would prefer to take on some or all of this duty, please email [OANCs@dc.gov](mailto:OANCs@dc.gov) as soon as possible.

## Welcome New Commissioners

Please join us in welcoming nine new ANC Commissioners whose terms began in September 2025!

John Dolan - 2A06	Lynn Thompson - 2B09
Peter Miles - 3C05	Dyanna Weston - 5A05
Andrew Waks - 5E03	Julia Fiedler - 6E04
Dominic Pacheco - 7D06	Shanquella Ross - 8D05
Veronica Adams - 8E04	

The Board of Elections also certified **fourteen (14) Single Member District (SMD)** vacancies. If you know of any interested neighbors who want to serve as an Advisory Neighborhood Commissioner, contact the Board of Elections at [candidate@dcboc.org](mailto:candidate@dcboc.org).

The **vacant SMDs** are: **2A02, 2A05, 2A07, 2F04, 3E07, 4A07, 6A01 6A02, 6A05, 7C06, 7D02, 7E05, 8B01, 8D04**

## Partner Trainings

Who	What	When	Where	How
<b>OHR</b>	Language Access	Sat, 2/28, @ 11 AM	Zoom	<a href="#">Registration Link</a>
		Tues, 3/3, @ 4 PM	Wilson Bldg.	<a href="#">Registration Link</a>
<b>DDOT</b>	How to Review a Permit Application in TOPS	2/9 @ 10:30 AM	Microsoft Teams	To register, contact Cheryl Ball at 202.409.0594 or <a href="mailto:cheryl.ball@dc.gov">cheryl.ball@dc.gov</a>
		2/11 @ 1:30 PM		
		3/17 @ 10:30 AM		
		3/19 @ 1:30 PM		
		4/13 @ 10:30 AM		
		4/15 @ 1:30 PM		
<b>View the Full Schedule Here</b>				

## Reminders & Tips

### OANC Townhall – Coming Soon!

Office of Advisory Neighborhood Commissions (OANC) plans to host a Townhall in March, and this year, we're doing things differently.

Instead of a traditional "all-hands" meeting, this townhall will be interactive and collaborative, designed to foster connection, resource-sharing, and meaningful dialogue among Commissioners. Here's what to expect:

- 1. Strategic Updates & Vision:** key updates from OANC and share our priorities for the year ahead.
- 2. Breakout Discussions:** Focused sessions on topics that matter most to you; learn from peers, share lessons learned, and explore solutions together.
- 3. Networking Opportunities:** Connect with fellow Commissioners, exchange resources, and build stronger partnerships.

What topics or challenges would you like to discuss in breakout rooms?

Examples might include:

- Budgeting and financial best practices
- Community engagement strategies
- Conflict resolution and public safety
- ANC Officer-specific sessions

Please submit your ideas and priority topics by March 1, 2026. Stay tuned for the official date and registration details.

## Parking - John A. Wilson Building

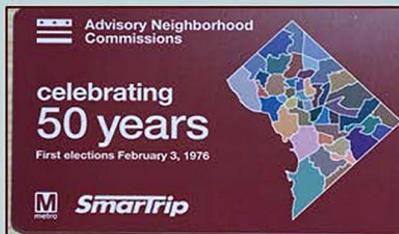
It's come to our attention that Commissioners have been illegally parked at the John A. Wilson Building. EOM and the Council would like us to remind you of the parking zones. Sharing with you a parking map based on permitting Zones A, B, C, and D. route.

- **Zone A** - Pennsylvania Avenue (Wilson Building side)
- **Zone B** - Pennsylvania Avenue (adjacent to Freedom Plaza)
- **Zone C** - There is 13 ½ Street and 14th Street (adjacent to building)
- **Zone D** - D Street (behind the building)

Alternatively, underground parking is available at the Reagan Building



## Celebrating 50 Years of ANCs – We’re Coming to You!



2026 marks 50 years of Advisory Neighborhood Commissions. At our holiday event last November, we shared special gifts with Commissioners, including custom laptop sleeves and tote bags.

If you missed out, its OK! We are bringing them to you! Throughout March, OANC staff will out in each of the eight Wards to distribute these gifts + plus a new addition: **Limited Edition WMATA Metro cards.**

This isn't just about gifts, it's a chance to connect with OANC in person. We'd love to hear your ideas and answer questions, as we celebrate this milestone together.

Help us plan: Reply to [OANCS@dc.gov](mailto:OANCS@dc.gov) or fill out the feedback form linked to this article and let us know if another Ward location, date, or time is more convenient for you.

Let's celebrate 50 years of ANCs together!

### Schedule

Ward	OANC	Date	Location	Time	Date	Location	Time
1	Denise	3/5	Mt. Pleasant Library	4-6 PM	3/19	Busboys & Poets - 2021 14th Street NW	1-3 PM
2	Ronald	3/3	Shaw Library	1-4 PM	3/5	Shaw Library	1-4 PM
3 (& 4G)	Erik	3/9	Tenley-Friendship Library	5-7 PM	3/23	Tenley-Friendship Library	5-7 PM
4	Kent	3/14	Shepherd Park Library	1-4 PM	3/21	Zekes Coffee - 4602 14 <sup>th</sup> St., NW	10-12 Noon
5	Dawn	3/20	Busboys & Poets - 625 Monroe St NE	1-3 PM			
6 (& 8F)	Gail	3/5	SW Library	3-6 PM	3/12	SW Library	3-6 PM
7	Taylor	3/3	Anacostia Neighborhood Library (Wards 7 and 8 combined)	4-6 PM	3/28	GIGIs Coffee - 4916 Central Ave., NE	10-12 Noon
3/27					Sycamore & Oak	4-6 PM	

# Training Center

## Boost Your Skills with Absorb

Last November, the OANC launched Absorb, our new ANC-wide training platform designed to help Commissioners access resources, learn best practices, and strengthen their impact in the community. While the platform offers a wide range of courses from ANC fundamentals to advanced financial management topics, participation has been low, with fewer than 10% of Commissioners engaging so far. Absorb is more than just an online library; it's a tool to empower Commissioners with practical knowledge and strategies.

We want to change that and we need your help.

To make it truly valuable, we're inviting you to explore the platform, test courses, and share your feedback. Your insights will help us improve content, identify gaps, and ensure the training meets your needs.

Ready to get started? Try a course and let us know what you think!

- Log in to Absorb today: <https://oanc.myabsorb.com/>
  - ✓ your username is typically your *FirstName.LastName* (ex. John.Smith).
  - ✓ *If you don't know your password, you can use the same link and select Forgot Password*

Share your feedback or ideas using the attached feedback form or send an email to Erik Meltzer @ [Erik.Meltzer@dc.gov](mailto:Erik.Meltzer@dc.gov)



## Help Us Redesign Treasurer Training!

Are you a current or former ANC Treasurer? We'd love your input as we work to make Treasurer training more accessible, digestible, and reflective of the real responsibilities of the role. We'll talk about what's working, what's missing, and how we can make learning more engaging and relevant

Your experience can help shape the topics and resources that matter most.

Interested in participating? Submit the attached feedback form.

## Mandatory Training for Commissioners

Commissioners received notices about mandatory training from OCTO, such as the recent AI training, because your emails are part of the OCTO network. These trainings are **not required** of ANC Commissioners and for the moment you are unable to take them because you do not have a dc.gov email.

**There is one mandatory training** that commissioners must take, and it is the annual ethics training offered by BEGA. You will need to have taken to be able to complete your Financial Disclosure Report which is filed in May.

You can find BGA 920 ANC Ethics at <https://bega-console.lm.com/login>

- Create an account, sign in, and take the training.

# Technology Center

## Shared Services

There has been strong interest in expanding shared services support for ANCs! Building on the success of Office 365, Zoom, and GovDelivery, OANC is excited to explore additional shared services that make life easier for Commissions while reducing costs and improving consistency.

We want to hear your ideas! What shared services would make the biggest difference? Here are a few that have been proposed:

- 1. Mailing Services:** Imagine simplified mail metering for letters, flyers, and no more, personal reimbursements! We're exploring options with Stamps.com, Pitney Bowes, and Quadiant. [If this helps your ANC, tell us](#)
  - *What you'd need most (volume, frequency, types of mail).*
- 2. Archival and Shredding:** We're finalizing a Document Retention Schedule with DC Archives to standardize OANC recordkeeping. Part of this process would include shredding and recycling. Including and accounting for ANC records in this process makes sense. [OANC would like to better understand:](#)
  - *Current storage solution*
  - *Volume of items to be archived or shredded*
- 3. Shared Office Space:** Several ANCs have asked about eliminating physical office space. Ward-based shared offices that group nearby ANCs, reduce overhead, and even share administrative support is an option. With the requirement for a distinct mailing address, OANC [wants to understand:](#)
  - *Would your ANC consider shared office space?*
  - *How do you plan to host in-person or hybrid meetings?*
  - *Who would pickup handle the mail?*

Any new service would be funded through the Technical Assistance Fund, provided ANCs agree these offerings deliver value across the board.

### Your Voice Matters

These ideas are just the start. What other shared services would make your ANC's work easier? Postage? Printing? IT support? Something else? Submit your ideas using the feedback form attached!

## Adobe

In our November newsletter, we asked if pursuing an enterprise agreement for Adobe Acrobat Pro licenses would be a valuable shared service. The feedback was clear, that this would be a great resource to explore, so we reached out to Adobe for pricing.

The enterprise government rate for 46 Adobe Pro is just under \$5,000, reflecting a significant discount from the public pricing tier of \$240/per year, per user.

The purchase would be funded through the Technical Assistance Fund, and OANC staff will handle everything: account setup, provisioning, renewals, and ongoing management.

Now we need your input! ... Should we move forward with this purchase?

If your Commission would benefit from shared Adobe access, let us know so we can gauge interest and finalize next steps.



## ANC Library Cards

DC Public Library, in partnership with the Office of ANCs (OANC), is excited to launch “Library Accounts for ANCs”. Each ANC Commission now has a dedicated library account to make reserving meeting rooms and printing easier. No physical cards are needed, just use your account number and password. This pilot program is designed to help ANC Commissioners by making it easier to host meetings and communicate information by streamlining access to library spaces and printing services.

### How Will Accounts Work?

Accounts are already set up and live! Each commission will have one account. There will not be physical cards. To use the account, individual commissioners simply need to provide the account number when seeking to make a meeting room reservation or printing materials.

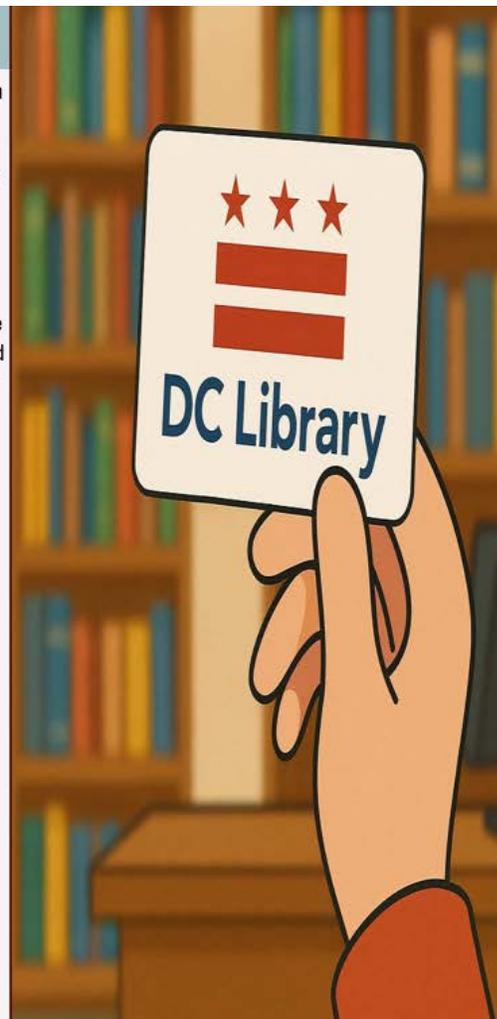
### Account Privileges:

These accounts have limited privileges. View the [full FAQ here](#).

1. One Account per Commission
  - ✓ Account numbers match the commission name (e.g., ANC2C, ANC8B).
  - ✓ Password for all accounts: DCPLANC999
2. Expiration & Renewal
  - Accounts renew automatically every two years (next dates: 1/1/2027, 1/1/2029, 1/1/2031)
3. Privileges
  - ANC accounts *cannot* be used to check out materials or access online databases.
  - Meeting Rooms: Reserve up to 3 rooms per month, two months in advance. If monthly meetings are held at a library, up to 4 reservations are allowed.
  - Reserve a room here → [dclibrary.org/reserve-room](https://dclibrary.org/reserve-room)
  - Printing: Up to 20 pages per day per Commission.
    - *Need more? Use your personal library card for an additional 20 pages.*

### We Want Your Feedback!

This is a pilot program, and your input matters! Tell us what’s working, what could be improved, and any additional features you’d like to see.



## OANC Policy Center

### Electronic Meetings

As a result, in part, from the pandemic which occurred several years ago and with the advent of remote meetings in general, various Advisory Neighborhood Commissions (ANCs) may be currently, or are contemplating, meeting occasionally or regularly by audioconference/teleconference or videoconference. If a Commission wishes to meet in such a manner, its bylaws should specifically authorize the ability to do so. In addition, any such audioconference/teleconference meeting must be conducted in a manner that all members participating can hear each other at the same time; and any such meeting by videoconference must be conducted so that all participants can both hear and see each other at the same time.

According to Robert’s Rules of Order (“RONR”), regardless of the technology used, the opportunity for simultaneous aural communication (“hearing”) among all participating members is essential to the deliberative character of an electronic meeting. (This also means that an ANC which attempts, in effect, to conduct any official proceeding in writing – such as via e-mail or “chat rooms” – does not constitute a deliberative assembly and is violative of proper parliamentary procedure.)

In addition, if an ANC is authorized to hold electronic meetings, any such provision should specify whether Commissioners who are not present in person are allowed to participate by electronic means and whether there needs to be a principal location for Commissioners who would like to attend such meetings in person (i.e., “hybrid” meetings). The notice of an electronic meeting must include a sufficient description of how to participate in it (specifically, the internet/web link for a videoconference meeting and the telephone number for an audioconference/teleconference meeting). Furthermore, it may be helpful to include a provision for ensuring that non-Commissioners and/or members of the public may not participate in a particular electronic meeting unless they have been invited to do so.

If an ANC meeting is conducted by either audioconference/teleconference or videoconference, a quorum of the Commission must be present in order for any official business to be conducted and valid. Per RONR, rules should be adopted by the ANC to specify: (1) the type of equipment required to participate in the meeting; and (2) methods for determining the presence of a quorum, seeking recognition, obtaining the floor, submitting motions in writing, and taking and verifying votes. Also per RONR, depending on the nature of the rules adopted and the specific provisions of the ANC’s bylaws, such additional rules may be placed in the Commission’s bylaws, or adopted as special rules of order or standing rules.

There are several sets of sample rules for electronic meetings provided in the current edition of RONR, as well as bylaw provisions suitable to authorize such meetings. ANCs are encouraged to run any such proposed rules or bylaw provisions by the Office of Advisory Neighborhood Commissions (OANC) for review prior to approving them.