



LOS ALTOS/LOS ALTOS HILLS
2023 Joint Volunteer Awards Committee Meeting Agenda
Monday, January 22, 2024, at 7:00 pm

Los Altos Town Crier Office
138 Main Street
Los Altos, CA 94022

Jenny Duarte - Kelly Davis – Don Mattson – Sandy Mingia – Lakshmi Ramgopal – Ben Gikis – Associate Member –	Lindsay Carpenter – Sumita Chandra – Laurel Iverson – Rebecca Lowell – Dennis Young – George Tyson – LAH Liaison Neysa Fligor – LA Liaison
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- 1) Establish a Quorum – Roll Call
- 2) Public Comment
- 3) Approval of Minutes from November 20, 2023 meeting
- 4) Treasurer’s Report
- 5) New Business:
 - Debrief after 12/8 luncheon. [Use this link](#) to add your thoughts and feedback.
 - Elect committee chair and vice chair for 2024.
 - Discuss committee roles & assignments (to be decided at the February meeting)
 - Onboarding new committee members – what is needed?
- 6) Confirm the dates of the next meetings:
 - Monday, February 12 – do we need a meeting in February?
- 7) Adjourn



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Jenny Duarte - N	Lindsay Carpenter – Y
Kelly Davis – Y	Sumita Chandra – Y
Don Mattson – Y	Laurel Iverson – Y
Sandy Mingia – Y	Rebecca Lowell – Y
Lakshmi Ramgopal – Y	Dennis Young – Y
Ben Gikis – Associate Member – Y	George Tyson – LAH Liaison - Y
	Neysa Fligor – LA Liaison - N

- 1) Established a Quorum – Roll Call. The meeting was called to order at 7:07 pm.

- 2) Public Comment - None

- 3) Minutes from the November 6th meeting were distributed. Moved to approve by Kelly, seconded by Don. Motion passed.

- 4) Treasurer’s Report: The Treasurer reported \$6,578 in the bank before writing some reimbursement checks this evening.

- 5) New Committee member Lindsay Carpenter is present, representing Los Altos.

- 6) New Business:
 - Jenny sent her report to Laurel regarding ticket sales. She said that 68 individual tickets had been sold, and one table of 10.

 - Sandy reported that we have paid the deposit of \$1,000 for the hotel, and we will owe them about \$5,100 based on 150 expected minimum number of attendees. The

AV portion is \$1,700 this year, up from \$1,400 last year. Finalize & sign contract for AV **(SANDY & LAUREL)**

- The Town Crier is running an article about the event in this week's paper. The advertisement is also running again.
- Sandy has completed the emails to the elected officials to ask for proclamations. Taking delivery of or picking up proclamations. **(SANDY)**
- Dennis shared the program and committee members did some quick proofreading on the document. Dennis to share the final version with Laurel. **(DENNIS)**
- Plaques have been ordered by Jenny. Jenny to bring plaquest to the luncheon **(JENNY)**
- Laurel and Sandy will work on a proclamation from the committee for Deborah Padovan. The City of Los Altos Hills will produce a 90 second or so video thanking Deborah for her service. **(SANDY & LAUREL)**
- 40th anniversary video will be a scrolling loop of photos. There will be no sound. Bruce at the Town Crier will review the archives and collect the photos. Rebecca is willing to help as needed. **(DENNIS & REBECCA)**
- Sandy will get the list of names, food choices and details from Jenny on 11/29. **(JENNY)**
- Dennis and Sandy will do the seating chart. **(DENNIS & SANDY)**
- Deborah will print the name cards. Sandy to manage. **(SANDY)**
- Sandy will host a party to stuff the name tags into the badge holders on December 5th at 7 p.m. at her home. Rebecca, Laurel, Lakshmi and Lindsay will participate. **(SANDY, LAKSHMI, REBECCA, LAUREL)**
- Ben and Don are working on getting the poinsettias. Some have already been purchased. We will sell them for \$10 each. **(BEN & DON)**
- Rebecca will purchase the cookies and bring them to the event. **(REBECCA)**
- Lakshmi to bring funnels to the event for the leftover wine. **(LAKSHMI)**
- Laurel is to bring a projector borrowed from LAMVCF to the event. **(LAUREL)**

- Laurel to bring 6 acrylic frames borrowed from LAMVCF for signage to Dennis. **(LAUREL)**
- Remind speakers at the luncheon (Jane Reed & Jan McDaniel) and give them the agenda. **(LAUREL)**
- **Please plan to arrive at 10 a.m. at the hotel for the event.**

7) Confirmed the dates of the following meetings:

- Monday, January 8 – event debrief/onboarding new committee members
- Monday, February 12 – do we need a meeting in February?

7) Adjourned at 8:01 pm

Calendar:

10/16: Nominations due

10/18: Submit Agenda for 11/6 meeting to City Clerks – **LAUREL**

10/19: Share rubric and other selection instructions with committee members - **LAUREL**

10/23: Selection meeting (Dinner provided) – **LAUREL**

10/24: Notify honorees - **LAUREL**

?? Ticket sales open

?? Advertising dates in TC for ticket sales? -

11/6: Committee Meeting

11/20 Committee Meeting

11/17: Honoree videos due

11/27: Ticket sales close (confirm this)

11/28 a.m. - Guest list/seating and food preferences - **JENNY SENDS TO SANDY AND DENNIS**

11/29: Seating assignments finalized – **SANDY AND DENNIS**

11/29: Find badge holders and forms, design badges - **SANDY**

12/1: Guest list Deborah along w/name badge design (should this go to LA or LAH?) – **SANDY**

12/1: Guest count to Crowne Cabana – **SANDY**

12/4: Get printed badges back from Deborah Padovan – **SANDY P.U.**

12/5: Badge stuffing at Sandy's – **REBECCA, LAUREL, ?**

?? Purchase and pick up of pointsettias – **DON & BEN**

12/7: Delivery (and chilling) of wines – **KELLY**

12/8: Luncheon