



**LOS ALTOS/LOS ALTOS HILLS**  
**2023 Joint Volunteer Awards Committee Meeting Agenda**  
Monday, November 6, 2023, 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 –	Sumita Chandra – Laurel Iverson – Rebecca Lowell – Dennis Young –  George Tyson – LAH Liaison Neysa Fligor – LA Liaison
--	---

- 1) Establish a Quorum – Roll Call
- 2) Public Comment
- 3) Approval of Minutes from October 23 meeting
- 4) Treasurer’s Report
- 5) Review action items from September and October 2023 meetings. Set action items to be completed before the 12/8/23 luncheon.
  - Ticket Sales - **JENNY**
    - Confirm Eventbrite is up and running.
    - Confirm Ticket Sales button is prominent on JVAC page.
  - Promoting ticket sales – TC Ads – **DENNIS**
    - Send a Community Calendar notice to the Town Crier, MV Voice
  - Program ready? - **DENNIS**
  - Plaques ordered? – **SANDY / JENNY**
  - Proclamations requested? - **SANDY**
  - Confirm wine donations are secured, delivery plans - **KELLY**
  - Plan invitations to elected officials; prepare them for any speaking roles. - **??**

- Video process set up? Any help needed? - **REBECCA**
- Nomination forms were hard to use online (feedback from nominators, explore)
- Confirm Mary van Tamelen, Jane Reed, Jan McDaniel - **LAUREL**
- Share Agenda and timing with all speakers - **LAUREL**
- Other outstanding items?

6) Confirm the dates of the next meetings:

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

7) Adjourn

### **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

**11/17:** Honoree videos due

**11/27:** Ticket sales close (confirm this)

?? Guest count to Crowne Cabana - **SANDY**

?? Table assignments & name tags done - **SANDY**

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

?? Delivery (and chilling) of wines – **KELLY**

**12/8:** Luncheon