



LOS ALTOS/LOS ALTOS HILLS
2023 Joint Volunteer Awards Committee Special Meeting Agenda
Monday, November 20, 2023, at 7:00 pm

Location: 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 6 meeting
- 4) Treasurer’s Report
- 5) New Business:
Review action items and tie up loose ends before 12/8 luncheon.
 - Ticket Sales - **JENNY**
 - Promoting ticket sales
 - TC Ads – **DENNIS**
 - Sharing on Nextdoor – Everyone
 - Invitations to Electeds, etc. - **LAUREL**
 - Program ready? – **DENNIS**
 - Agenda for speakers/timing – **LAUREL/DENNIS**
 - Share Agenda and timing with all speakers - **LAUREL**
 - Plaques ordered – **JENNY**
 - Proclamations - **SANDY**

- Confirm wine donations are secured, delivery plans - **KELLY**
- Video process - any help needed? – **REBECCA**
- Table assignments / Name tags: what help is needed? – **SANDY**
- 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