



Los Altos/Los Altos Hills  
2025 Joint Volunteer Awards Committee  
Meeting Agenda- 7:00 PM  
Monday, March 31, 2025  
Manzanita Conference Room at Los Altos Community Center

1. Establish a Quorum – Roll Call
2. Public Comment
3. Approval of Minutes from February
4. Introduction of 2024 Committee Members
5. Introduction of new Committee Members and City Liaisons
6. Review of 2024 event
7. Review of Bylaws
8. Elect committee chair and vice chair
9. On-boarding process – Lindsay Carpenter
10. Presentation of alternate Event Ticketing System study – Sumita Chandra
11. New Business
12. Confirm date of next meeting
13. Adjourn

## JVAC Minutes February 10, 2025

Present:

Sandy Mingia  
Lindsay Carpenter  
Ben Gikis

Kelly Davis  
Sumita Chandra

Meeting was called to order at 7:01. Quorum was established.

Dennis Young and Ginny Lear, both members of the public, were present.

Minutes from the November 25th meeting were approved as read  
(Kelly/Ben)

Treasurer's Report: Ben handed out the Financial Results from the 2024 luncheon in Don's absence. Total income was \$14,670. Total expenses were \$10,679.35 which results in a net gain of \$3,990.65. Discussion was tabled until Don can join us.

Sandy suggested an additional caterer, Eisenhower Catering, that is more full-serve and includes meat on their buffet. We will consider them along with Cellar Door Catering, which we used in 2024. She also remarked that our 2024 event required a lot of work on the part of the Committee members. We learned that much of that work can be offloaded to the professionals next year. Sandy also shared that both cities are looking into a different funding model for the Committee's event in the future.

A debrief of the 2024 luncheon ensued, sharing what did and didn't work. The following suggestions grew out of the discussion:

1. Cap attendance at 160 people based on space available at the Community Center.
2. Plan for 2 food stations rather than 1. Each station requires 2 tables.
3. It is vital to have access to the room at 9:00 AM and the kitchen earlier for event set-up.
4. Cellar Door Catering was very easy to work with and did an excellent job.
5. Ensure that all committee members receive set-up duty assignments and are advised of when they are needed.

6. Givebutter, an event sign-up app for non-profits, is being used by Los Altos Rotary Club. LAVA is using Humantix. Both will be part of an analysis to understand how to avoid the costs of using Eventbrite.
7. Review types of name tags and how to streamline check-in procedure.
8. Review process of plaque presentation to Awardees for 2025.
9. Recommend staying at Community Center Grand Oak Room with some minor revisions.
10. Overall, attendees and the committee expressed positive comments about the event.

It was recommended to postpone election of 2025 Committee Chair and Vice Chair until a later meeting when the 3 Los Altos and 1 Los Altos Hills vacancies have been filled (Ben/Lindsay). Sumita will be updating the website and agreed to be the Web Master. Sandy asked Lindsay to be Secretary again for 2025 and she agreed.

Los Altos Liaison is Neysa Fligor, Los Altos Hills Liaison is not known.

The next meeting will be March 31, 2025, at the Los Altos Community Center.

Meeting was adjourned at 7:48 PM.

Respectively Submitted  
Lindsay Carpenter

**BYLAWS OF THE  
LOS ALTOS - LOS ALTOS HILLS JOINT  
COMMUNITY VOLUNTEER SERVICE AWARDS COMMITTEE**

**ARTICLE I – NAME, PURPOSE**

1.1. The name of the organization shall be the Los Altos - Los Altos Hills Joint Community Volunteer Service Awards Committee (“Committee”).

1.2. The Committee is organized jointly by the City of Los Altos and the City of Los Altos Hills as a non-profit effort to recognize volunteers who have benefitted these two communities. The recognition is during an annual luncheon (the “Recognition Luncheon”) generally held during one of the first Fridays of each December, for which tickets are sold to the public.

1.3. The duties and responsibilities of the Committee are to seek and request applications from various organizations and persons for nominations for the potential awardees, select the awardees to be recognized, organize the Recognition Luncheon, and present the awards at the Recognition Luncheon.

**ARTICLE II – MEMBERSHIP**

2.1. There shall be twelve (12) members of the Committee. Each City shall appoint one of its Councilmembers as representative and five (5) additional members, each appointed for a four (4) year term; provided, however, that the Councilmember representatives are appointed following the rules of their respective City. Each City is encouraged to make the appointments by January 31st for any vacancies, and to make appointments in such a way that the terms stagger for two years. (Consequently, initial appointments or re-appointments after adoption of these Bylaws may be for less than four year terms.) In selecting appointees, preference should be given to prior awardees. All regular Committee members, including the two Councilmembers, are entitled to full participation and voting rights.

2.2. A person may be re-appointed for up to two successive four-year terms. (Upon adoption of these Bylaws, all current Committee members may complete their terms of appointment, and, if they so request, their respective City Council may reappoint them to one new term, and in the future only one additional term, at which time their two-term limit shall apply.)

2.3. Any vacancy on or resignation from the Committee may be filled by appointment from the City Council for which the right to appoint resides. Absence from three consecutive meetings, without the prior consent of the Chair, shall constitute resignation from the Committee, subject to a timely appeal to remain in good standing if approved by the Committee.

2.4. From time to time the Committee may appoint Associate Members to assist with the administration of its duties, selected from prior Awardees, prior Committee members, potential or current applicants for membership, or the general community. Such persons shall be limited, in general, to four (4) at any one time, and shall serve up to a maximum of eight (8) successive years, at the pleasure of the Committee, and without need for Council approval. Their duties shall be

prescribed by the Committee during its regular course of business, and they may attend and participate at all meetings, including helping to produce the Recognition Luncheon, but shall not have the right to vote as a Member.

### **ARTICLE III – MEETINGS & OFFICERS**

3.1. There will normally be five to seven meetings prior to each Recognition Luncheon.

3.2. Once all the applications for volunteers are received, a selection meeting (the “Selection Meeting”) will be held during which the volunteers to be recognized will be selected by the Committee as provided in Article IV below.

3.3. Notice of each meeting (including time and place) shall be given to each Committee member by email or U.S. Mail at least four business days prior to the meeting. During the first Committee meeting after the Chair is selected, the Chair shall hand out a schedule of proposed meetings and a date for the Recognition Luncheon. Notwithstanding this schedule, an agenda for each subsequent meeting, along with minutes of the prior meeting (after approval by the Chair), shall be provided to each Committee member as provided above. A Special Meeting may be called by the Chair, the Vice-Chair, the two Councilmembers on the Committee, or a majority of the members of the Committee.

3.4. An annual wrap-up meeting will be held in January following the annual Recognition Luncheon. The purpose of this meeting is to review the prior Recognition Luncheon, decide on any improvements or changes, and set the date for the reorganization meeting the following May. The reorganizational meeting to be held in May is for the purpose of electing officers for the next twelve (12) months, which period will include the next Recognition Luncheon.

3.5. Officers shall be selected by a majority vote. The Chair shall serve for one year, with the selection alternating each year from a resident of the City of Los Altos and a resident of the City of Los Altos Hills. Deviations from this rotation should be allowed only if all the members of the City entitled to that year’s rotation are unable or unwilling to so serve. The Vice-Chair should be selected from the alternate City from the Chair, with the expectation that such person will serve as the Chair the following year. The Secretary shall make sure Brown Act notices of meetings are provided, if required, and keep records of Committee actions. The Treasurer shall keep track of income and expenses, along with such other responsibilities as the Committee may assign. Officers are to be elected from the regular Committee members.

3.6. The Committee shall manage its affairs under the guidelines of the Rosenberg Rules of Order; provided, however, that a motion is not required prior to a general discussion on an agenda item, a motion may be amended at the request of the maker and the consent of the person who seconded the motion, and a motion need not be restated prior to the vote. Notwithstanding the foregoing, the Committee is free to modify its procedures as it reasonably sees fit.

### **ARTICLE IV - CRITERIA FOR NOMINATIONS AND SELECTION OF AWARDEES**

4.1. The Committee will be responsible to deliver a letter, signed by each of the Mayors from the two cities, to the various community organizations and other interested individuals which

contains a nominating packet with the applicable instructions and materials to allow the nomination. Individual Committee members may also deliver and encourage community organizations or persons to submit applications. In order to avoid any undue bias, Committee members should not be a nominating party nor provide any supporting letters.

4.2. The following persons are eligible for awards: (a) the residents of Los Altos and Los Altos Hills, and the adjacent unincorporated areas (e.g. San Antonio Hills); and (b) non-residents who have performed the activities for which they are nominated in the Los Altos-Los Altos Hills community (e.g., nominees working for organizations that service the two cities).

4.3. The following persons are not eligible for awards:

(a) Volunteers whose activities have not benefitted the Los Altos-Los Altos Hills community.

(b) Elected officials, during their terms of office. (Note: an elected official who has retired from office may be eligible for notable work done in office. For example, an elected official serving as a city's representative on a Joint Powers Agency, and who has performed in that capacity at a level far above the expected call of duty, is eligible, after retirement, for consideration for an award.)

(c) Volunteers whose activities have been limited exclusively to a private group. While such activities may be of great benefit to the private group, they do not necessarily benefit the community at large. This section does not preclude volunteers who are members of private groups, (such as fraternal organizations, churches, etc.) from being eligible, if their activities have benefitted the community at large.

4.4. The following categories of volunteer activities should be considered: (a) helping people, particularly the seniors, youth, shut-ins, and handicapped; (b) promoting arts, education (in the broad sense; political campaigning on behalf of benefits to education does not qualify), history, recreation; (c) providing service to city government (e.g. major unpaid work helping the city); and (d) working behind the scenes as a professional (e.g. a town newspaper editor, or a non-volunteer such as the head of a JP, or a group).

4.5 The sole criteria for selection shall be the value to the community of the volunteer's personal and non-financial contribution. The contribution being made should be within the geographical boundaries of the two cities, and their adjacent unincorporated areas. The "value" should be compounded with the length of time over which the contribution was made in order to determine its true worth. Obviously, if two nominees had done the same work, but for different periods of time, the nominee with the longer term of service would have contributed greater value to the community.

4.6. The number of awardees should normally be in the range of six (6) to ten (10). There have been times when larger numbers of volunteers were honored, but this was because in the early years of the awards there was a fairly large pool of worthy awardees to be honored. While this "backlog" no longer exists, it is possible, given special circumstances, to honor more than ten (10) volunteers. It should be remembered, however, that if excessively large numbers of awards

are given, the honor of receiving an award will be correspondingly diluted.

4.7. In order to avoid protracted selection considerations and inadvertent bias by individual members of the Committee, the method of voting shall be as follows:

(a) Prior to the Selection Meeting, the Chair will provide to all Committee members a written list of all nominees whose nominations were received by the permitted deadline, along with the supporting documents. Late or incomplete nominations may be considered only upon approval of the Committee.

(b) Each Committee member should arrive at the Selection Meeting with a charted ranking, or order of merit, listing all the nominees. For example, if there are 20 nominees, the Committee member should have each nominee's name annotated with a ranking number, 1 being the highest order of merit, and 20 the lowest. Rankings are not to be fractional, in other words, dividing a rank between two nominees is not permitted.

(c) After general discussion, each Committee member shall provide his/her written rankings to the Treasurer, who will see that the rankings are compiled and displayed. For each nominee, the highest ranking and the lowest ranking are then deleted, and the total of the remaining rankings (presumably ten if all twelve Committee members voted) are added together. The purpose of the deletions is to avoid undue bias for or against any nominee.

(d) The resulting scores should be a fair representation of the Committee's opinion, and the nominees receiving the lowest 6 to 10 scores will become finalists; with the lowest six (6) automatically qualifying for awards, and the remaining four (4) being considered at the discretion of the Committee. In normal practice, a natural "break point" is sought for distinguishing the most deserving of the remaining four nominees. Experience has shown that eighty percent or so of the awardees can thus be determined with virtually no debate, and final discussion can then concentrate on the most suitable break point.

## ARTICLE V - AMENDMENTS


5.1 These Bylaws may be amended by the approval of the two City Councils.

### APPROVED:

Approved on April 14, 2009

  
\_\_\_\_\_  
Mayor Megan Satterlee  
City of Los Altos

Approved on April 23, 2009

  
\_\_\_\_\_  
Mayor Jean Mordo  
City of Los Altos Hills

## **JVAC COMMITTEE 2024**

### **Work Committee Descriptions & Assignments**

#### **CHAIR – Sandy (Los Altos Hills)**

Coordinates & runs meetings (confirms time/location/date)  
Completes and distributes Agenda (email to Cities & JVAC Commissioners 1 week before the meeting)  
Confirms Speaker  
Collects and compiles committee nominee ranking forms  
Keeps Items (Banners, Pins etc.)  
Calls all JVAC nominated awardees  
Emails all JVAC “no’s” nominators  
Emails all “yes” nominators  
Manages JVAC Email  
Requests funds from Cities in January 2024

#### **CHAIR-ELECT (2025 CHAIR) Rebecca (Los Altos)**

Coordinates all duties for Chair if Chair is unavailable  
Books venue and acts as the point person to venue  
Suggests pricing for tickets based on luncheon costs  
Coordinates all A/V needs with venue  
Handles Tasting at Event Location  
Invites/Coordinates Certificates from Local Politicians  
Assists Chair as needed

#### **SECRETARY – Lindsay**

Takes all meeting minutes and distributes to JVAC Commissioners within 1 week  
Sends JVAC approved minutes to City Clerks within 1 week.

#### **TREASURER – Don**

Manages PO Box  
Handles checks/manages checkbook  
Pays bills  
Keeps cash box  
Manages bank relationship  
Works with Webmaster and Reservations to ensure the online credit card service  
Creates and distributes the budget



**WEBMASTER – Jenny? and Sumita**

Updates and manages the website

Update and manages the website reservation system (set-up fields, food choices, tables requests)

Manages payment service

Ensures all information is accurate

Changes and updates information as needed

Gives ticket purchase details in a spreadsheet to the Reservations team

**MARKETING – Rebecca**

Handles all advertising within each city

Organizes advertisements in Town Crier

Performs all marketing needs including social media

Designs and has program printed

Creates flyers for social media, advertising and invitations

**NOMINATIONS – Don, Rebecca and Kelly**

Manages list of addresses

Develops nomination letter

Prints all letters and address labels

Coordinates mailing

Coordinates voting at Nomination meeting

**RESERVATIONS – Rebecca and Lindsay**

Receive attendee spreadsheet from Webmaster who manages the ticket reservation system.

Coordinate spreadsheet with attendees table assignments, meal choices, etc.

Print & organize name badges – City of Los Altos/Weinberg Kids

Print meal choice cards to go with name badges

Manages check-in at event

Prints attendee lists and divides alphabetized badges into 4 equal groups

Confirm 4 helpers to work the check-in tables (in addition to themselves)

Sets up check-in table, provide necessary signage, extra blank name badges, pens, way to take last-minute payments, etc.

**POINSETTIA FUNDRAISER – Ben & Don**

Purchases poinsettias

Cares for and deliver poinsettias to venue

**WINE DONATION – Kelly**

Coordinates wine donations

Picks up and delivers to venue

Sends thank you notes

Provides names to Marketing committee chair for inclusion in program

**PLAQUES – Sumita**

Orders and proofs plaques

Picks up and delivers to venue

**VIDEO/AV for Awardees – Rebecca**

Manages awardees and nominators video sessions

Books video shoot location and dates

Edits and develops video presentation

Creates slides for event

Manages and runs all AV needs at event (coordinate with chair-elect who is the liaison w/venue and AV provider)

**EVENT MC – Dennis**

Emcees event

Coordinates to have names of all honorees and speakers

Lets mayors know ahead of time if they are introducing their staff or councils

Confirms with Chair-Elect and Reservations team which elected officials will be attending (cities, school boards, county, hospital boards, etc.)

**[www.jointvolunteerawards.com](http://www.jointvolunteerawards.com)**