

Los Altos/Los Altos Hills
2020 Joint Volunteer Awards Committee
Meeting Minutes - 7:00 PM
Monday, June 8, 2020

<https://us04web.zoom.us/j/76381417698?pwd=YVBtc1ZqRkkxZWhtemNMZEduN0NLdz09>

Attendees: Sandy Mingia, Cheryl Caligaris, Ben Gikis, Kathy Mandle, Don Mattson, Dennis Young, Lakshmi Ramgopals, Laurel Iverson, Anita Enander, Dhana Pawar
Absent: Kavita Tankha

1. Public Comment: None
2. Approval of Minutes from May 4, 2020 meeting. Dennis motioned, Cheryl seconded, motion passed unanimously.
3. Update progress on last meeting's items:
 - Web change suggestions: Need pictures from last year, ask Kathy Mandle for the pictures she took. Cheryl to send Sandy pictures as well.
 - Sandy will update the website and work on the payment screens.
 - Anita is almost completed the past awardee list and will pass onto Sandy to post. It will also be on the Google Doc site.
 - Collecting money: Received \$1,000 from City of Los Altos, now have approximately \$4,100 for the year. Attached is budget from last year and estimates for 2020 luncheon.
 - How to collect seating information: Create a drop-down menu for guests to purchase tickets for 1 person, 2 people, or a whole table. Only if a whole table is purchased will requests for guest seating be guaranteed, if not they may only request the awardees group tables, will be sat with group but cannot guarantee exact table.

- Process and assignments for cleaning up the invite list: Don is nearly done and will send the final scrubbed list to us all. Don will put it in Google Docs as well for future access.
 - Two dates to film videos, find location to film and have a few committee members help Cheryl on filming days.
 - Timeline Planning:
 - o 9/16 – Send letter to invite nominations
 - o 10/26 – Deadline for submissions
 - o 11/9 – Committee meets to select honorees
 - o 11/10 – Calls and emails to the award recipients
 - o 11/14 and 11/21 – Videotape interviews with nominees
 - o 12/1 – Deadline for RSVPs to luncheon
 - o 12/4 - Luncheon
 - Reviewed Committee Job Descriptions:
 - o Sandy waiting on Dennis or the Tax ID number
 - o Cheryl had included more detailed to the job descriptions, see attached
4. Discuss next meeting date: September 14th, at this meeting we will make the recommendation to either move forward with the event or table it for a year due to COVID19 concerns
5. Further discussion on speaker: Voted to first ask Thomas Fitzgerald of the VA Hospital in Palo Alto. Don to ask Thomas, also to get his bio by 6/22. If Thomas is not available, then ask Thuy Nguyen of Foothill College.
6. New business: none
7. Adjourn: 8:01pm