

JVAC 2023 Rolling Timeline with Action Items

Suggested Luncheon Date: 12/8/23

MARCH 2023

Meeting Date: 3/13/23

Welcome new committee members

Confirm committee officers – DONE (awaiting Dennis' extension as Treasurer, Ben's approval to join committee & eventually take over as Treasurer)

Committee assignments – DONE (except backup person for Webmaster)

Review & flesh out the work plan for the year

Decide on the meeting schedule & location for the year

Consider this year's luncheon date: 12/8/23

Begin program & advertising redesign for 40th Anniversary luncheon (Dennis, Marketing Committee, Laurel)

Questions:

- Confirm the requests for funds have gone out to the cities.

ACTION ITEMS: before our April 24 meeting

- Reach out to cities re: Dennis' extension, Ben's committee status, Laurel's renewal status - **(LAUREL) - DONE**
- Write up Minutes and share w/Chair by April 5th. **(REBECCA) - DONE**
- Confirm future meeting location at Los Altos Community Center - **(LAUREL) - DONE**
- Confirm requests for funds have been made to the Cities – **(LAUREL) done**
- Reach out to graphic designer and have first meetings about program, advertising, and some website redesign for 40th Anniversary - **(DENNIS, Laurel to help)**
- Look at other community group calendars for possible conflicts with the proposed 12/8/23 JVAC luncheon date:
 - Rotary, LAVA, Kiwanis - **(SANDY)**
 - LA Chamber, LAMVCF - **LAUREL)**
 - LAH/LA Cities **(LAUREL)**
 - Local Schools – **(REBECCA)**
- Locate and prepare to review the list of service organizations we invite to submit nominations – **(WHO has this? Please connect w/Laurel)**
- Locate Mary Van Tamelen - **(LAUREL) - pending**
- Send bylaws, member list, committee roles & descriptions to all members - **(LAUREL) - DONE**
- Set Agenda for June meeting, submit to City Clerks by May 30th - **(LAUREL) - DONE**

APRIL 2023

Meeting Date: 4/24/23 7:00 PM at LA Community Center (**pending LACC approval**)

Share new look/redesign with Webmaster and Cities to update our website and the city's (do we work w/LA or LAH on this?) – DENNIS/LAUREL

Confirm Luncheon date, time & location – Review the dates of other events several have researched.

Review and update list of addresses, both physical and email

Brainstorm special features for 40th Anniversary luncheon. Confirm role of JVAC founding chairs at event.

Decide on a process for videos

Decide on dates:

- Luncheon date - December 8, 2023
- Nominations open – 8/9
- Ticket sales begin – 8/10
- Nominations close – 10/6
- Selection meeting – 10/23
- Notifications – 10/24
- Videos due – 11/17
- Ticket sales end – 11/27

ACTION ITEMS: before our June 6 meeting

- Update roster of past awardees on website asap – (**JENNY**)
- Update the entire JVAC website by June 30 – (**JENNY**)
- Check City webpage for current date & info. Update as necessary. – (**LAUREL**)
- Check with Crown Cabana if the big room is available on Dec. 8 – (**SANDY**)
- Ask Crown for a quote on luncheon pricing – (**SANDY**)
- Update nomination packet, send to Laurel to look for email addresses (**DON**) - **DONE**
- Ask Cheryl if we have a Word doc with names of all past recipients - (**LAUREL**)
- Ask City of LA who is our contact for printing/folding/addressing the nomination packets (**NEYSA**) – **DONE**
- Reach out to graphic designer and have first meetings about program, advertising, and some website redesign for 40th Anniversary - (**DENNIS, Laurel to help**)
- Review & test updated website (committee) by July 15 (**FULL COMMITTEE**)

JUNE 2023 – Meeting Date Changed from May 22nd due to travel

Meeting Date: 6/6/23

Eventbrite updated (w/exception of menu choices & pricing)

Review & update nomination letter & form (after video process decided)

Review & update rubric for selecting honorees

Testing & Perfecting:

- Websites, LA/LAH and JVAC
- Eventbrite
- Nomination forms: accurate, accessible from both websites

Brainstorm for keynote speakers

Do we need a June 26th meeting? Or not necessary?

JULY 2023

No meeting

AUGUST 2023

No meeting

SEPTEMBER 2023

Meeting Date: 9/11/23

Decide on plaque design, vendor

Secure wine donations

Decide on emcee

Ask keynote speaker(s)

Confirm menu choices & pricing w/venue

OCTOBER 2023

Meeting Date: 10/9 or 10/16

Dates to be Decided Upon:

- Nominations Open
- Letters Sent to Organizations: **8/14**
- Nominations Due: **10/13**
- Selection Meeting Date: **tentative: 10/23**
- Notification Date: ??
- Video submission/process Dates: ??
- Ticket Sales Open: (same date as notification date?)

Order more name badge holders/fillers if necessary.

NOVEMBER 2023

Meeting Date(s): 11/6/23 – and 11/27/23

Dates to be Decided Upon:

- Ticket Sales Close
- Videos of nominees completed
- Purchase & pick up pointsettias

DECEMBER 2023

Meeting date: Perhaps no regular meeting, but committee work

LUNCHEON DATE: 12/8/23 (suggested)

Seating chart completed

Name tags completed

Submit luncheon receipts/expenses

JANUARY 2024

Meeting date: 1/8/24

Send thank you notes to donors (wine, other items)

Event debrief

Treasurers update