

Joint Community Volunteer Service Award Committee

Meeting Notes

4/25/2022

- 1) Established quorum: In attendance: Donald Mattson, Sandy Mingia, Rita Patel, Dennis Young, Jennifer Duarte. Associate member Ben Gikis, attending
- 2) Approval of Minutes from March Meeting
- 3) Finance Report
 - a) No money in or out this month, as expected
 - b) Don sent letters to both Los Altos and Los Altos Hills requesting \$1500 for operating budget.
- 4) New Committee Members needed
 - a) LAH needs a new member, no one has stepped forward
 - b) Question: can people apply in unincorporated Los Altos?
 - c) Discussed potential candidates to be recruited
- 5) Town/City Business
 - a) In 2024 all hybrid zoom/in-person meetings will need committee members to state full name, location of house, have door open in all meeting rooms; committee members think it is not wise to have hybrid meetings
 - b) Everyone is required to do the update on the Brown Act
 - c) Everyone will need to be sworn in; the towns will contact committee members who need to be sworn in.
- 6) Event discussion
 - a) Laurel Iverson is looking into venue selection:
 - i) Cabana (used last time and preferred: big enough, operates smoothly and “plug and play”): baseline cost of \$4740.13
 - ii) Other possibilities: Fremont Hills Country Club (smaller), Elks Club - both “plug and play”; Community Center would be nice but not “plug and play”, separate set-up and catering costs to be considered
 - b) Need to ask for wine donations for next year: **Wines and Vines** - home vintners in LAH who will donate wine; mostly reds; **Town Crier** has donated the wines the past couple of years

7) Committee Reports

- a) Web related (Jennifer Duarte) - discussion of Eventbrite: easy set up, money was sent weekly, very good information management as well
 - b) Plaques - (Jennifer Duarte) - set up is done; the vendor used (K2awards.com) was fast and reasonably priced; will need names of awardees and mayors' signatures to update
 - c) AV - For Videos, likely give nominators a choice of coming to community center and filming or DIY; still need someone to edit the videos - suggested that students could be recruited to do it, may offer a fee.
 - d) Nominations
 - i) Setting timeline for nominations: hitting the right timing is important. Last year's timeline: Aug. 19 for mailing out request; Oct 7 nominations due, Oct 24 voting date, Dec. 2 event; this coming year, Dennis will be out Oct. 6-23
 - e) Advertising: Ad in Town Crier in September/early October; ad for people to purchase tickets
- 8) New Business: Meeting on May 23, 2022; Update status of venue and speaker
- 9) Adjorn.