

**Town of Los Altos Hills  
Community Relations Committee**

**Special Meeting Minutes  
Monday, May 20, 2019  
Parks and Recreation Building**

**1. Roll Call; Committee Membership**

The special Committee meeting was called to order at 7:10 PM, immediately after the conclusion of the Parks and Recreation Committee meeting, by Chairman, Lew Jamison. Present: Lana Einschlag, Karen Emerzian, Lew Jamison, Nena Price. Associate members, Barbara Cannon, Ron Knapp, Roy Woolsey. Town Staff: Sarah Robustelli.

**2. Introduction of Any Members of the Public; Public Comment**

Kjell Karlsson, who participated in the discussion of various agenda items, and Medha Rishi, who is considering joining the Committee.

**3. Review of Prior City Council Meetings.**

Sarah discussed the Town Hall expansion, including enclosing the area behind Council chambers and adding a meeting room.

**4. Review and Approval of Prior Committee Meeting Minutes**

The minutes of the April 22, 2019 meeting were approved as drafted. The minutes state that the May meeting would commence at 7:30 PM, which was correct at the time, but the meeting time was changed to 7:00 PM as noted on the May meeting agenda.

Roy Woolsey raised the issue of the City Clerk not getting the information on minutes being approved so they can be posted on the Town's website. Roy said he assumed that when the Committee sign in sheet indicates that the minutes of the last minute have been approved, that such information gets to the City Clerk who would then see that the minutes are posted. Sarah said she would coordinate with the City Clerk regarding this problem.

**5. Update on Town Activities**

Sarah Robustelli reviewed various Town activities, including Earth Day, Hopping Hounds, the Pathway Run/Walk and the Touch-a-Truck event.

**6. Welcoming of Town Newcomers**

Roy Woolsey reported that since the January Committee meeting: (1) Mailing labels were prepared for the mailing of the newcomer welcoming letter from Council for the five newcomers to town for April and the five newcomers to town for March, (2) Mailing labels were prepared for mailing of the second welcoming letter from the Committee to four newcomers to Town for February and to six newcomers to Town for January.

Medha Rishi noted that she had received both letters, and felt really welcomed to Town because of these letters, including particularly the second letter. The Committee briefly discussed this matter, and agreed that it was good that the Committee originated the second letter.

**7. Los Altos Hills Town Picnic**

The picnic budget was reviewed in considerable detail. The Committee decided not to have the \$1,500 public address system this year, because it seems that very few of those in attendance at the picnic pay attention to the announcements. The pirate is budgeted at \$2,600, including an additional bird act.

Sarah reported that so far 234 families have registered for the Town Picnic, for a total of 939 people.

The Committee then reviewed the list of the various tasks for the Town Picnic, updating the status of the tasks as shown on the attached pages.

**8. Additional Items or Contributions from Committee Members**

None.

**9. Date for Next Meeting**

The next meeting will be at 7:00 PM on the fourth Tuesday in June, which is Tuesday, June 25, 2019.

**10. Adjournment**

The meeting was adjourned at 8:29 PM.

Minutes prepared by Roy Woolsey, May 20, 2019

**LOS ALTOS HILLS TOWN PICNIC SUBCOMMITTEE VOLUNTEER LIST 5/20/2019**

<b>Subcommittee</b>	<b>Subcommittee Chair</b>	<b>Status/Comments</b>
Picnic proposal and budget	Sarah	\$50,000 budget approved by Council
Flier content	Sarah	Complete
Flier printing/mailing	Town Staff	Mailed to residents in early May
“Our Town” article	Sarah	Not article this year; only in calendar section
Town Web Site publicity	Sarah	On website calendar
Publicity banners	Sarah/Town Staff	Up around Town
Date inserts for banners	Sarah	Date change done
Development of event schedule, thank-you, announcement posters	All	Need large “no pets” sign; reviewed last year’s schedule in meeting and updated as necessary
Poster production	Town Staff	
Coordination/communication with other Town committees	Sarah	Sarah has already confirmed some other committee tables
Table to promote committees		Not planned for this year
Reminder automated e-mails	Sarah	
Program/announcements	Lew Jamison	
P A System	Sarah	Use band’s P.A. rather than renting. this year
Pre registration	Sarah	Web site registration up and running
Printed reg lists for on-site reg	Sarah	
Alphabet signs for reg tables	Sarah	
Registration tables and materials	Karen Emerzian	
Meal and ice cream tickets	Karen Emerzian	
Collecting meal tickets for food	Concessionaire	
Signs indicating ice cream flavors	Town Staff	Should have from last year
Location/layout of events		Reviewed layout; similar to last year
Stick-on name tags and pens	Karen Emerzian	Make name tags optional this year
Committee name tags/ribbons		Staff will make for committee
Newcomer/ 1 <sup>st</sup> timer recognition		Not to be done because of newcomer reception
Entertainer/entertainment	Roger Burnell/Sarah	
Pirate	Roger Burnell/Sarah	Budget increased for bird act
Train from field 2 to field 1	Sarah	
Inflatable games	Sarah	
Contest games	Nick French	Sarah asked Nick
Prizes for games	Nick French	Dollar store items
Pony Rides / petting zoo	Sarah	
Face Painting	Sarah	
Game/contest announcer	Nick French	
Stage and canopy at car show	Sarah	
Classic car invites to exhibit	Sarah	Have about 49 cars; add placards

Classic car field arrangements	Neal Rayborn	
Classic car judging	Neal/Chris Knopf	
Car show awards	Chris	Lana Einschlag will handle calligraphy
Coordination of car show awards	Chris	
High School robotics teams	Chris & Youth Comm	
Band/musical entertainment	Ron Knapp	Kimball Hooker band this year; cost \$900
Model (Lionel) trains	Sarah	Coordinated with Lionel train club
Beer	Ron Knapp	
Wine	Ron Knapp	
Soft drinks	Ron Knapp	
Serving glasses	Ron Knapp	
Water from Water District	Sarah	E-mailed in Jan; will follow up & ask for cups
Ice cream/toppings	Mansour Moussavian	
Serving plates, utensils	Mansour Moussavian	
Plastic tablecloths	Karen Emerzian	Will get four red and four blue
Ice/Ice chests	Sarah	Ron Knapp needs two large coolers
Refrigerator/freezer	Sarah	Really need this for ice cream
Balloons	Sarah	
Temporary restrooms	Sarah	
Restroom cleaning/prep/janitor	Sarah	
Contracts for vendors and others	Sarah	
Trash/recycle/compost bins	Sarah	
Green Waste table/booth	Sarah	
Bull horn for game announcing	Nick French	
Orange cones for games	Town crew	
Easels for event posters	Sarah	
Little League arrangements	Sarah	Have field access at noon on Saturday for set up
Electrical extension cords	Town crew	
Keys for fields and rest rooms	Town crew	
Food catering approval and order	Sarah	
Final meal count to caterer		2000 expected; let caterer know if many more
Fire dept participation in picnic	Sarah	
Sheriff participation in picnic	Sarah	No helicopter; Sno cones confirmed
Irrigation of fields	Town crew	Fields handled by Town; should be better shape
Shade canopies, stage, table, chair, tablecloth rental	Sarah	Completed; same as last year
Event staff (Volunteer coord.)	Sarah	May 21 for first version of list
Setup		
Cleanup	Town Crew	