



LOS ALTOS/LOS ALTOS HILLS
2023 Joint Volunteer Awards Committee Meeting Agenda
Monday, October 23 2023, at 6:30 pm

Los Altos Town Crier Office
138 Main Street
Los Altos, CA 94022

Sumita Chandra – Jenny Duarte – Kelly Davis – Don Mattson – Sandia Mingia – Lakshmi Ramgopal – Ben Gikis – Associate Member –	Laurel Iverson – Rebecca Lowell – Dennis Young – George Tyson – LAH Liaison Neysa Fligor – LA Liaison
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- 1) Establish a quorum – Roll Call
- 2) Public comment
- 3) Review & discuss nominations
- 4) Select honorees for 2023 awards
- 5) Confirm the date of the next meeting:
 - November 6
- 6) Adjourn

Calendar:

- 10/16:** Nominations due
10/18: Submit Agenda for 11/6 meeting to City Clerks – **LAUREL**
10/19: Share rubric and other selection instructions with committee members - **LAUREL**
10/19: Nominations packets ready for pick-up at City of LA
10/23: Selection meeting (Dinner provided) – **LAUREL**
10/24: Notify honorees - **LAUREL**

?? Ticket sales open

?? Advertising dates in TC for ticket sales? -

11/6: Committee Meeting

11/17: Honoree videos due

11/27: Ticket sales close (confirm this)

?? Guest count to Crowne Cabana - **SANDY**

?? Table assignments & name tags done - **SANDY**

?? Purchase and pick up of pointsettias – **DON & BEN**

?? Delivery (and chilling) of wines – **KELLY**

12/8: Luncheon

JVAC minutes September 11, 2023

Present:

Sandy Mingia
Don Mattson
Laurel Iverson
Dennis Young
Kelly Davis
Rebecca Lowell

Call to Order: No members of the public are present

Minutes from the July 10th meeting were distributed. It was moved to approve the minutes by Don, seconded by Dennis. Minutes were approved

Dennis reported that the committee currently has \$7,219.00 in the bank, which is no change from the last meeting.

Packets were mailed on August 9th approximately. Nominations are due on 10/6. Selection meeting will be on 10/23.

Jan McDaniels, Compassion Week founder and organizer, is confirmed as the speaker for the event on December 8th.

The website has been updated but still needs to have the new application for 2023 loaded.

Dennis will help organize PR and advertising to get the word out about nominations and then sell tickets to the event.

Next meeting will be on October 16th at 7:00 p.m. at the Town Crier offices.

Adjourned at 7:43 p.m.