



Los Altos/Los Altos Hills
2024 Joint Volunteer Awards Committee
Meeting Agenda- 7:00 PM
Monday, July 8, 2024
Meeting Room at the Town Crier

1. Establish a Quorum – Roll Call
2. Public Comment
3. Approval of Minutes from last meeting
4. Update and discussion of event timeline
5. Update on venue, costs and beverages, staff required from Venue subcommittee
6. Updates from other sub-committees and committee members including Accounting, Website and Request for additional city funding
7. Review candidate solicitation package/application and brainstorm on expanded reach
8. New business
9. Adjourn

JVAC Minutes, June 4, 2024

Present:

Sandy Mingia

Lindsay Carpenter

Dennis Young

Rebecca Lowell

Donald Mattson

Ben Gikis

Jonathan Weinberg

Sumita Chandra

Call to order at 7:02. No members of the public are present. There is a quorum.

Minutes from the April 29, 2024 meeting were approved as received.
(Mattson/Chandra)

No financial report, balance remains the same, \$3292.71.

Adin Miller has confirmed as our speaker at the December 8th luncheon.

Rebecca updated us on the meeting with Crowne Plaza about hosting the December luncheon. Quote was \$65 per person plus incidentals. Lindsay and Rebecca updated us on the costs of catering and rentals their research had found. They will both continue to research both caterers and equipment rental fees and come up with a plan to present to us.

Suggested to have commemorative wine glasses with the JVAC logo on them for attendees to take home.

Timing of the luncheon was discussed. The Community Center Oak Room will open their doors at 11:45 and folks will be asked to be seated immediately. Ice tea, and wine will be available outside the room in the hallway beginning at 11:30. Event ends at 1:30. Buffet will be on both sides of the tables.

Looking at alternative vendors for registration for event. 'Give Butter' is one of them. Sandy investigating alternatives.

Don reported that Head Start nursery was contacted but too early to quote prices for poinsettias. He'll try again end of September. Both Ed and Don are investigating and comparing prices and availability.

AV is built into the Oak room at the Community Center so hopefully won't need an AV person to help.

Sandy announced that Jennifer Duarte is leaving the Commission.

Sumita will be the new website administrator for us.

An appropriate award for our Volunteer recipients was discussed.

Rebecca and Laurel will work on inviting all the officials to the luncheon.

Don will update the letter and application and have them ready for website insertion by August 1.

Sandy will work on a timeline for everyone. Sandy and Dennis are working on an audit to track last years cost breakdown.

At next month's meeting we will discuss marketing our awards among organizations and council members to get more nominations this year.

Next meeting will be July 8, 7:00 PM at Town Crier.

Meeting was adjourned at 7:55 PM.

Respectively Submitted,
Lindsay Carpenter, Secretary