



Los Altos/Los Altos Hills  
2024 Joint Volunteer Awards Committee  
Meeting Agenda- 7:00 PM  
Monday, September 30, 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 on membership changes
5. Review Job Responsibilities
6. Update on PR efforts
7. Update on Candidate Submission extension to 10/11
8. Update on Website efforts – JVAC site and Eventbrite
9. Vote on Signup Method (goes live 10/21 (Eventbrite vs manual))
10. Update on Candidate Solicitations
11. Updates from other subcommittees
12. Discuss additional requirements for event execution
13. New business
14. Adjourn

## JVAC Minutes August 5, 2024

Present:

Sandy Mingia

Lindsay Carpenter

Dennis Young

Rebecca Lowell

Linda Swan

Donald Mattson

Ben Gikis

Johnathan Weinburg

Call to order at 7:08 pm. Dennis Young is the only member of the public present. There is a quorum.

We are down 1 member from both Los Altos and Los Altos Hills. Sandy is sending a letter to both City Managers and the Public Information Officer in Los Altos.

Minutes from July 8, 2024 were approved as corrected. (Ben/Johnathan)

Ben will be the JVAC Treasurer by unanimous vote. (Lindsay/Rebecca)

The Apricot motif for the luncheon program will be continued this year. The list of previous winners will also be in this year's program.

Request for City funding: Los Altos Hills will contribute \$3,000, Johnathan will make the same request of Los Altos. The mayors of both Los Altos and Los Altos Hills are potential nominators for their cities. The Chair needs to call the Nominator and the winner when they've won. The call will be followed by an email.

Committee members need to review the letter that goes out to organizations requesting nominations for award recipients and offer suggestions for additions or corrections.

Sandy has about 100 stemmed wine glasses we can use for the luncheon to avoid the cost of \$5 per for renting. This would be enough glasses if we use a wine station. Wines for Vines glasses would be a backup. Sandy also has 150 water glasses with the Rotary imprint. Committee approved of their use as well.

We went through the invitation procedures with Don. Committee will review and offer suggestions for changes to the form for this year.

At the luncheon, Committee decided the sign-in table will be in the entryway to the Oak Room and the wine station will be inside the room.

Lindsay will ask the caterer if they can supply 20 water pitchers, 1 per table. Ben has about 20 plastic pitchers if we need them. Table numbers will be on each name tag. Johnathan volunteered his children to put together the name tags.

Sandy has table numbers for the tables.

Lindsay will draw up a layout of the Oak Room for the committee's next meeting.

Packets go out in two weeks and are due back October 1. Rebecca is responsible for Social Media with Sandy as backup. Oct 21 will be our voting meeting.

Next meeting tentatively scheduled for Monday, September 9, at 7:00 in the Town Crier conference room.

Meeting adjourned at 7:54 pm.

Respectively Submitted  
Lindsay Carpenter, Secretary

## **JVAC COMMITTEE 2024**

### **Work Committee Descriptions & Assignments**

#### **CHAIR – Sandy (Los Altos Hills)**

Coordinates & runs meetings (confirms time/location/date)  
Completes and distributes Agenda (email to Cities & JVAC Commissioners 1 week before the meeting)  
Confirms Speaker  
Collects and compiles committee nominee ranking forms  
Keeps Items (Banners, Pins etc.)  
Calls all JVAC nominated awardees  
Emails all JVAC “no’s” nominators  
Emails all “yes” nominators  
Manages JVAC Email  
Requests funds from Cities in January 2024

#### **CHAIR-ELECT (2025 CHAIR) Rebecca (Los Altos)**

Coordinates all duties for Chair if Chair is unavailable  
Books venue and acts as the point person to venue  
Suggests pricing for tickets based on luncheon costs  
Coordinates all A/V needs with venue  
~~Handles Tasting at Event Location~~  
Invites/Coordinates Certificates from Local Politicians  
Assists Chair as needed

#### **SECRETARY – Lindsay**

Takes all meeting minutes and distributes to JVAC Commissioners within 1 week  
Sends JVAC approved minutes to City Clerks within 1 week.

#### **TREASURER – Don**

Manages PO Box  
Handles checks/manages checkbook  
Pays bills  
Keeps cash box  
Manages bank relationship  
Works with Webmaster and Reservations to ensure the online credit card service  
Creates and distributes the budget

**WEBMASTER – Sumita**

Updates and manages the website

Update and manages the website reservation system (set-up fields, food choices, tables requests)

Manages payment service

Ensures all information is accurate

Changes and updates information as needed

Gives ticket purchase details in a spreadsheet to the Reservations team

**MARKETING – Rebecca**

Handles all advertising within each city

Organizes advertisements in Town Crier

Performs all marketing needs including social media

Designs and has program printed

Creates flyers for social media, advertising and invitations

**NOMINATIONS – Don, Rebecca and Kelly**

Manages list of addresses

Develops nomination letter

Prints all letters and address labels

Coordinates mailing

Coordinates voting at Nomination meeting

**RESERVATIONS – Rebecca and Lindsay**

Receive attendee spreadsheet from Webmaster who manages the ticket reservation system ?

Coordinate spreadsheet with attendees table assignments, meal choices, etc.

Print & organize name badges – City of Los Altos/Weinberg Kids

Print meal choice cards to go with name badges

Manages check-in at event

Prints attendee lists and divides alphabetized badges into 4 equal groups

Confirm 4 helpers to work the check-in tables (in addition to themselves)

Sets up check-in table, provide necessary signage, extra blank name badges, pens, way to take last-minute payments, etc.

**POINSETTIA FUNDRAISER – Ben & Don**

Purchases poinsettias

Cares for and deliver poinsettias to venue

**WINE DONATION – Kelly**

Coordinates wine donations

Picks up and delivers to venue

Sends thank you notes

Provides names to Marketing committee chair for inclusion in program

**PLAQUES – Sumita**

Orders and proofs plaques

Picks up and delivers to venue

**VIDEO/AV for Awardees – Rebecca**

Manages awardees and nominators video sessions

Books video shoot location and dates

Edits and develops video presentation

Creates slides for event

Manages and runs all AV needs at event (coordinate with chair-elect who is the liaison w/venue and AV provider)

**EVENT MC – Dennis**

Emcees event

Coordinates to have names of all honorees and speakers

Lets mayors know ahead of time if they are introducing their staff or councils

Confirms with Chair-Elect and Reservations team which elected officials will be attending (cities, school boards, county, hospital boards, etc.)

[www.jointvolunteerawards.com](http://www.jointvolunteerawards.com)

# 41<sup>st</sup> annual

CITY OF LOS ALTOS | TOWN OF LOS ALTOS HILLS

## Joint Community Volunteer Service Award

### NOMINATIONS OPEN

Do you know an exceptional Los Altos/Los Altos Hills volunteer?  
You or your organization are invited to nominate them!



For the past 41 years, the City of Los Altos and the Town of Los Altos Hills have held a luncheon to recognize a select few community members who provide extraordinary volunteer service in our community.



**NOMINATIONS CLOSE** *October 11, 2024*

FORM AVAILABLE AT  
[www.jointvolunteerawards.com](http://www.jointvolunteerawards.com)  
or use this QR code



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## Los Altos Town Crier

[LosAltosOnline.com](http://LosAltosOnline.com)