



Los Altos/Los Altos Hills
2024 Joint Volunteer Awards Committee
Meeting Agenda- 7:00 PM
Monday, August 5, 2024
Meeting Room at the Town Crier

1. Establish a Quorum – Roll Call
2. Public Comment
3. Approval of Minutes from last meeting
4. Distribution of finalized timeline
5. Redistribution of responsibilities – Treasurer, marketing
6. Updates from other sub-committees and committee members including Website/Honoree gifts and Requests for additional city funding, updated from luncheon committee re: place settings
7. Group review of updated candidate solicitation package/application, assign actions for expanded reach
8. Present invitation process
9. Discuss how to fill committee vacancies
10. Report on how we reach more nominee sponsors in LAH
11. Discuss additional requirements for event execution
12. New business
13. Adjourn

JVAC Minutes, July 8, 2024

Present:

Sandy Mingia

Lindsay Carpenter

Dennis Young

Rebecca Lowell

Kelly Davis

Linda Swan

Donald Mattsen

Ben Gikis

Jonathan Weinberg

Sumita Chandra

Call to order at 7:01 PM. No members of the public are present. There is a quorum.

Minutes from June 4, 2024 meeting were approved as received. (Mattsen/Young) Davis sustained since she was not present at the meeting.

No financial report.

Sandy handed out the JVAC Event Timeline for 2024 for committee members to review.

Lindsay went through the proposed menu for the December 6 luncheon and the overall logistics for that day. The permit for serving wine is \$115 plus a rental fee for glasses of \$5 per glass. Committee discussed wine or no wine and voted to serve wine at the event. Sandy and a friend can provide enough plain wine glasses for the event so no rental needed. Rebecca and Lindsay will come up with alternatives to renting glasses for water and or Iced Tea.

Dennis reported we need to increase attendance and obtain more nominations this year especially from LAH which had no nominations last year.

The committee needs to brainstorm candidate solicitation and the list of volunteer organizations to improve number of nominations. Don has been updating the list to reflect turnovers and additions. Committee will review Don's list of organizations and the letter that goes out to all of them. Don will send the two pieces of information to Sandy who will send them to Erika, City Clerk in Los Altos, who will send them out to committee members. Committee will send suggestions back to Erika who will send them on to Sandy who will bring them to our next meeting.

Sumitra has updated the website with committee member information. Let her know if any changes need to be made. We need to make filling out the form for nominating an individual as easy as possible for organizations nominating a member for an award. Sumitra will investigate making this easier to do and report back to the committee. The pictures on the website need to be refreshed. Sumitra and Kelly will work on this and Sandy will locate the file of pictures for them.

Sumitra will bring examples of various awards we might use to the next meeting for committee input.

LAH has a meeting on July 18. A request for more money will be on their agenda. If LAH increases their donation, Jonathan will take a request to Los Altos for more money as well.

Committee went through the Event Timeline and confirmed dates and made minor changes and additions.

Dennis is in charge of the luncheon program and will spearhead a social media campaign to encourage nominations and attendance. It was suggested to repeat the apricot theme and perhaps use a slide with the names of past winners to be shown during lunch.

Sandy has investigated alternatives to Eventbrite and thinks Give Butter is our best option.

Next meeting scheduled for August 5, 2024, at 7:00 PM, at Los Altos Town Crier conference room.

Meeting adjourned at 8:10 PM

Respectively Submitted
Lindsay Carpenter, Secretary