



Town of Los Altos Hills Community Relations Committee Regular Meeting Agenda

Meeting Time: Tuesday, January 12th, 2016 at 7:30 PM
Meeting Place: Parks and Recreation Building
26379 Fremont Road, Los Altos Hills, California

1. **Roll Call: Meeting called to order** (time): _____ **CRC Members:** Chairman Roger Burnell, Barbara Cannon, Karen Emerzian, Ron Knapp, Nena Price, Michael Schoendorf, Lew Jamison, Mansour Moussavian (There are currently 2 of 10 committee openings). Quorum = 5.
Associate Members: Bill Downey, Jamie Lucia, Bob Mabe, Linda Seidel, Marc Sidel, Roy Woolsey, Neal Rayborn. (Note: Associate Terms are for 1 year and appointments are confirmed at the beginning of each year in January) **Town Staff Liaison:** Sarah Gualtieri. **Town Council Liaison:** John Radford.
2. **Introduction of Any Members of the Public** Members of the Public present (Names): _____
3. **Review of Committee Meeting Minutes: December 8, 2015.**
4. **Public Comment** (where pertaining to any Items not on The Agenda):
5. **Review of Prior City Council Meeting(s):** John Radford
Review of Recent City Council Meetings.
Review of Last Presentation to Council (and Town Crier coverage)

Subcommittee Reports:

- A. Digital Tour of the 2014 City Council Presentation, including the 2014 Picnic Report (Report is available for review by any Members not originally present).
- B. Special Event Planning: (The CRC Master List has been postponed for the 2016 Event Year).
- C. Winter Events: LAH Volunteer Committees, CRC Hosting, etc.
- D. **** Los Altos Hills Sixtieth (60th) Anniversary Dinner/Dance Gala **:**
 - **Venue:** LAG&CC: Report on latest January Tours. (Under contract.)
 - **Entertainment:** Magician (NEW) - Jay Alexander – sfmagic.com. (Under contract.)
 - **Musician** – Harpist (Katherine Healzer). Fireside Room (Cocktail/Reception).
 - **Music:** (Carl Mindling). Under contract.
 - **Special Services:**
 - Party Theme Party Productions – Jill (*Change! Going into Contract)
 - Youth Group: Cantabile Youth Singers. (Under Contract)
 - Site & Venue Specialties and Features.
 - **Publicity and Marketing Steps** (“Our Town” Newsletter, Mailers, Town Crier, Street Banners (posted), E-Mail blast (1300 sent!), Posters in City Hall Lobby?, Etc.)

- **Event Preparations:** Committee Planning & Participation
- **Event Programs:** Planning & Execution
- **Event Setup:** Committee Participation with Facility and Town Staff
- **Event Production:** Overall Committee Coordination
- **Event Community Relations:** Mission & Roles
- **Event Wrap-up:** Committee Tasks
- **Post Event:** Relevant Tasks and Follow-up

7. The LAH Annual Picnic:

A. Final Review of the 2015 June 7, 2015.

Arrangements for assembling of Subcommittee data for Final Report.

B. Pre-planning for 2016 Picnic: Sunday, June 5, 2016.

- Early pre-reservations with vendors:
 - Blow-ups, Train & Games
 - Music Group
 - Entertainment (Pirate, Magician, etc.) and Specialties
 - Suppliers – Food Services
 - Suppliers – Tents and Rentals
 - Car Show (Bill, Bob, and Neal)
 - Government: Sheriff (Helicopter), CERT, Fires & Safety
 - Other: Train, Climbing Wall, Gunn HS Robot Club,
 - New Features – High School Twirling Club, Balloonist, Face Painting, etc.
- Review/Implementation of Prior Corrections and Improvements

8. Old Committee Business:

- A. Committee Participation in Upcoming Town Programs
- B. Newcomers Program
- C. Committee Membership

9. New Committee Business:

- A. Review of Committee Mission
- B. Any Other Activities or Special Events
- C. Further Discussion of Participation in general shortage of Volunteers on Town Committees, Proposing of and Participation in Effective Solutions

10. Next meeting: Proposal: Tuesday, February 22nd, 2015. (Discussion)

11. Adjournment

Any writings or documents provided to a majority of the Community Relations Committee regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at Town Hall, 26379 Fremont Road, Los Altos Hills during normal business hours.