



## Town of Los Altos Hills Community Relations Committee Regular Meeting Agenda

**Meeting Time:** Tuesday, March 8th, 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, Lew Jamison, Ron Knapp, Mansour Moussavian, Nena Price, Michael Schoendorf, Sunita Sethi, (there is currently available opening). 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: January 12, 2016.**
- 4. Public Comment** (where pertaining to any Items not on The Agenda):
- 5. Review of Prior City Council Meeting(s):** Courtney Corrigan  
Review of Recent City Council Meetings  
Discussion of Town Crier Coverage
- 6. Subcommittee Reports:**
  - A. Los Altos Hills Sixtieth (60<sup>th</sup>) Anniversary Dinner/Dance Gala:**
    - Venue: LAG&CC: Report on latest January Tours.
    - Entertainment: Magician (NEW) - Jay Alexander – [sfmagic.com](http://sfmagic.com).
    - Musician – Harpist (Katherine Healzer). Fireside Room (Cocktail/Reception).
    - Music: (Carl Mindling).
    - Special Services:
      - Party Theme Party Productions – Jill
      - Youth Group: Cantabile Youth Singers.
      - Site & Venue Specialties and Features.
    - Publicity and Marketing Steps (“Our Town” Newsletter, Mailers, Town Crier, Street Banners (posted), E-Mail blast (1,300 sent!), Posters in City Hall Lobby, Etc.)

### **EVENT WRAP-UP:**

- **Preparations:** Committee Planning & Participation
- **Programs:** Planning & Execution
- **Setup:** Committee Participation with Facility and Town Staff
- **Production:** Overall Committee Coordination
- **Community Participation:** Mission & Roles

- **Post Event:** Pertinent Tasks and Follow-ups
- B. Digital Tour of the 2014 City Council Presentation, including the 2014 Picnic Report (Report is available for review by any Members not originally present).
- C. Special Event Planning: (The CRC Master List had been postponed for the Gala).
- D. Spring Events: LAH Volunteer Committees, CRC Hosting, etc.

## **7. The LAH Annual Picnic:**

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

Arrangements for assembling of Subcommittee data for Final Report.

### **B. Current Planning for 2016 Picnic: Sunday, June 5, 2016.**

- Early pre-reservations with vendors:
  - Blow-ups, Train & Games
  - Musical 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 Event 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. Review of Current Opening and Candidates (2)
- C. Other Activities or Special Events: Stanford University Special Event
- D. Further Discussion of Participation in general shortage of Volunteers on Town Committees, Proposing of and Participation in Effective Solutions

## **10. Next meeting: Proposal: Tuesday, April 5th, 2016. (Discussion/confirmation).**

## **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.*