Town of Los Altos Hills
Community Relations Committee
Regular Meeting Agenda

Meeting Time: **Tuesday, June 28th, 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, Roy Woolsey. Quorum = 5.
   Associate Members: Bill Downey, Jamie Lucia, Linda Seidel, Neal Rayborn.(Note: Associate Terms are for 1 year ard 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: May 2016.**

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
   Discussion of Town Crier Coverage

6. **Subcommittee Reports:**

A. 2016 PICNIC WRAP-UP (See Item #7):
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 is active after postponement for the Gala).
D. Spring/Summer Events: LAH Volunteer Committees, CRC Hosting, etc.

7. **The LAH Annual Picnic:**
   A. Final Review of the 2016 June 5, 2016 Event.
   - **Preparations**: Committee Planning & Participation
   - **Programs**: Design & Execution
   - **Setup:** Event Committee Activities
   - **Production:** Overall Subcontract and Vendor Logistics and Administration
   - **Vendors**: Options, Elements, Contracts and Outcome
   - **Post Event:** Final Report to Committee and Council
     (Arrangements for assembling of Subcommittee data for Final Report.)

B. Detailed Subcommittees.

- 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 Robotics, Balloonist, Face Painting, etc.

• Review/Implementation of any Event Corrections and Improvements

8. Old Committee Business:

A. Committee Participation in Upcoming Town Programs
B. Newcomers Program
C. Committee Membership (As needed).

9. New Committee Business:

A. Review of Committee Mission
B. Review of Current Opening and Candidates (2)
C. Other Activities/Special Events: Planning for Stanford University Special Event

D. Periodic Discussion of Participation in general shortage of Volunteers on Town Committees, Proposing of and Participation in Effective Solutions

10. Next meeting: September 27th, 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.