



## History Committee Meeting Agenda

**Meeting Time:** Tuesday, September 20, 2016 at 3:30 PM  
**Meeting Place:** Parks and Recreation Building  
26379 Fremont Road  
Los Altos Hills, CA 94022

1. Call to Order
2. Presentations from the Floor
3. Review of Minutes from August 16, 2016
4. Old Business
  - a. Review Results of Annual Fall presentation, Sunday, September 11, Kim Cranston speaker (see attached summary from Carol Crites)
  - b. Committee Reports
    - I. Preservation Incentives, Mary Ann Malcolm, Jitze Couperus and John Swan
    - II. Historic Sites, Shumate Gates, & Historic markers, Carol Gottlieb and Carol Crites
    - III. Oral History Project, Nick French & Nobuko Cleary
    - IV. Digital Archives, Jitze Couperus/John Swan - Phase I budget and timetable.
    - V. Town Hall Orchard Restoration/Farm Equipment Update, Mary Ann
5. Adjournment

### NOTICE TO PUBLIC

Any writings or documents provided to a majority of the History 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, California 94022 during normal business hours.

Los Altos Hills History Committee Annual Event  
September 11, 2016, 2:30-5:30 p.m.  
LAH Town Hall Council Chambers

Presenter, Kim Cranston  
The Cranstons of Los Altos Hills, 1914-Present

Number of Guest Attendees: 90

History Committee Members Attending: John Swan, Nobuko Cleary, Carol Gottlieb, Carol Crites, Joe Heinrich, Bridget Morgan, Jitze Couperus, Roger Spreen

Schedule: 2:30 - 2:40 p.m., Introduction by Committee Chair, John Swan  
2:40 - 3:30 p.m., Presentation by Kim Cranston  
3:30 - 3:45 p.m., question/answer session  
3:45 - 5:00 p.m. Reception with refreshments

Refreshments: wine, lemonade, ice tea; croissant sandwiches; grapes, strawberries, assorted cookies.

Amounts used: 4 trays sandwiches, 75 cookies, 2 platters of grapes and strawberries, 5 bottles of wine.

Expenses:

fruit/sandwiches/cookies, lemonade, water: \$242  
wine: \$150 (9 bottles, 5 used, 4 left for other LAH events)  
paper products: \$55  
ice: \$18  
gift for Kim Cranston: \$50 (bottle of wine)  
flowers: \$50  
video recording: \$500  
Total: \$1065

Publicity:

1. 1/2 page article in Los Altos Town Crier written by reporter
2. continuing announcement in Community Section of Town Crier (ran 4 times)
3. posters placed in Town Hall display board, Los Altos library, Bullis School, Pinewood School, Boulanger Restaurant.
4. email announcements sent to Los Altos Hills residents through Town Clerk, Bullis Gardiner School, Los Altos History Museum, The Forum senior home, Sandi Ryan, ([sandiryan@theforumrsa.com](mailto:sandiryan@theforumrsa.com)), The Terraces senior home, Cathy Jensen, ([cjensen@abhow.com](mailto:cjensen@abhow.com)).

Other:

1. Town Clerk had chairs and tables set up on Friday before event.
2. Set up began at 11:30 a.m. before event.
3. Guests didn't eat as much as expected. Suggested for future events that the beverage table be put closer to area where food is served.