



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

**Meeting Time:** Tuesday, September 27th, 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 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: June 28<sup>th</sup>, 2016.**
- 4. Public Comment** (where pertaining to any Items not on The Agenda):
- 5. Election of Slate of Officers for 2016-2017**
- 6. Review of Prior City Council Meeting(s):** John Radford  
Review of Recent City Council Meetings  
Discussion of Town Crier Coverage
- 7. Subcommittee Reports:**
  - A.** 2016 PICNIC – Final Report (See Item #7):
  - B.** Reminder: 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.** Stanford Campus, Architectural & Special Features Tour for LAH Residents and Guests
  - E.** Fall/Winter Events: LAH Volunteer Committees, CRC Hosting, etc.
- 8. 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

## **9. Old Committee Business:**

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

## **10. 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

**11. Next meeting: October 25<sup>th</sup>, 2016.** (Discussion/confirmation).

## **12. 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.*