



Town of Los Altos Hills Community Relations Committee Regular Meeting Agenda

Meeting Time: Tuesday, October 25th, 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, Roy Woolsey. (Quorum = 5.)
Associate Members: Bill Downey, Sunita Sethi, 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. **Council Liaison:** Courtenay Corrigan
- 2. Introduction of Any Members of the Public (Names):**

- 3. Review of Committee Meeting Minutes:**
April 5th (Final), June 27th, (Vote), September 26th (Notes) - 2016.
- 4. Public Comment** (where pertaining to any Items not on The Agenda):
- 5. Nomination and Election of Slate of Officers for 2016-2017.**
- 6. Review of Prior City Council Meeting(s):** Courtney Corrigan
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. Second Review of the 2016 June 5, 2016 Event Report.**
 - **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

- **Staff Report:** Needed to finish submittal.
- **Documentation:** Final Report to Committee and Council
(Arrangements for assembling of Subcommittee data for Final Report.)

B. Detailed Subcommittees.

- Blow-ups, Train & Games (including review of tractor vs. train)
- Musical Group (with forecast for 2017)
- Entertainment (Magician; future: potential Pirate return, etc.); Specialties
- Meal Suppliers – Food Services, Menu and special treatments
- Other Suppliers – Tents and Rentals (with re-study of table placement)
- Car Show (Bill, and Neal) (re-work of Certificate and Ceremony coordination)
- Government: Sheriff (Helicopter), CERT, Fires & Safety
- Other: Climbing Wall, Mobile Digital Studio
- New Features – High School Robotics: Gunn (and two others), Balloonist, Face Painting, etc.
- Annual Review/Implementation of Event Corrections and Improvements

9. Old Committee Business:

- Continued Planning for Stanford University Campus Event – April 2017
 - Finalization of day (Saturday vs. Sunday) and Date
 - Stanford Staff and Architectural Tour Arrangements
 - Initial (Specific Plan) Presentation to Council
 - Finalization of the Promotional Flyer: Design, Production & Distribution
 - Initial Event Teaming (Committee, Staff, Volunteers, Youth Commission)
- Committee Participation in Upcoming Town Programs
- Newcomers Program Report
- Committee Membership (One current opening to be filled).

10. New Committee Business:

- Review of Committee Mission
- Review of Current Composition
- Other Activities/Special Events
- Periodic Discussion any shortage of Volunteers on Town Committees, with Proposing of and Participation in Effective Solutions.

11. Next Meeting: Tuesday, November 22nd, 2016. (Discussion/confirmation). New: Direct dissemination of Agendas by Chair.

12. Meeting 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.