

**Town of Los Altos Hills
Community Relations Committee**

**Meeting Minutes
Tuesday, September 27, 2016
Council Chambers**

1. Roll Call

The Committee met in Council Chambers because the scheduled venue of the Parks and Recreation building was being used for a class. Only Chairman Roger Burnell, Ron Knapp, Mansour Moussavian and Roy Woolsey were present, less than the five members required for a quorum. Urgent calls were made to the missing members in quest of reaching a quorum, without ultimate success. Ultimately the meeting could not take formal action, yet discussed a number of topics as summarized below.

2. Summary of Meeting Discussion

Roger Burnell provided electronically a few edits to the draft minutes of the June 28, 2016 meeting.

The Committee needs to select a chair, vice chair and secretary for the forthcoming year, and that will need to be done with a quorum at the next meeting.

Committee documents should reflect that fact that Courtenay Corrigan rather than John Radford is Council Liaison for the Committee.

Regarding the 2016 Town Picnic, certain input is needed from Sarah Gualtieri in order to complete the 2016 picnic report. Ron Knapp stated he has contact names for DBI Beverage that has good craft beer. It was recommended that a refrigerator truck be rented next year to keep the ice cream frozen, as the dry ice was ineffective and is also dangerous if mishandled.

The Committee discussed initial plans toward arranging a LAH architectural tour of Stanford University, possibly including visits to academic labs to see examples of research. Roger distributed original draft copies of a very attractive draft flier and provided a detailed discussion of a proposed afternoon agenda that would include a brief welcome ceremony, visits to certain buildings allowing time to pass between the buildings, and then a final closing program. One such tour is intended to be organized for spring 2017, and another to for academic and scientific themes perhaps two years later.

Roy Woolsey reported on the newcomer project. One sheet of 20 mailing labels from May and June was provided to Town Hall in July for mailing of the newcomer welcoming letter, and a sheet of 16 mailing labels from June and July was provided to Town Hall in August.

Regarding previous documentation: Ron Knapp would like copies of 2014 and 2015 picnic reports, and the Committee should have copies of Roger Burnell's 2014 Council presentation on the overall CRC.

The next Committee meeting will be held on Tuesday, October 25th. Before the meeting, e-mails should be sent to members of the Committee with copies of the agenda and reminders of the date of the meeting, in order to assure having a quorum at the meeting.