



LOS ALTOS/LOS ALTOS HILLS
2023 Joint Volunteer Awards Committee Meeting Agenda
Monday, September 11, 2023, at 7:00 pm

Los Altos Town Crier Office
138 Main Street
Los Altos, CA 94022

Jenny Duarte - Kelly Davis – Don Mattson – Sandia Mingia – Lakshmi Ramgopal – Ben Gikis – Associate Member –	Laurel Iverson – Rebecca Lowell – Dennis Young – George Tyson – LAH Liaison Neysa Fligor – LA Liaison
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- 1) Establish a Quorum – Roll Call
- 2) Public Comment
- 3) Approval of Minutes from July 10, 2023 meeting
- 4) Treasurers Report
- 5) Review Action Items from July 10, 2023 meeting.
 - Updates on Calls for Nominations letters and application submissions
 - Confirm updates made to:
 - JVAC Website / LA City Website / LAH City Website
 - Eventbrite
 - Ticket cost & necessary info to Jenny, webmaster
 - Menu selection put on Eventbrite?
 - Program Design
 - Dennis – any info or assistance needed from the committee?
 - Speaker has been confirmed, Jan McDaniels
 - Awaiting confirmation on Mary Van Tamelen
 - Other outstanding items?

6) Review and agree upon Action Items to be completed before next meeting.

7) Confirm the date of the next meetings:

- October 9
- November 13

8) Adjourn

Calendar:

7/15: Committee reviews updated website for any issue

7/25: Send the Excel spreadsheet with organization names and addresses and the nomination letter to the city of Los Altos so that it can be printed, the envelopes printed, stuffed, and mailed by the first week of August.

8/9: Packets will be sent.

8/9: Website ready. Eventbrite is ready for ticket sales.

10/6: Nominations are due on 10/6.

10/23: Selection meeting on 10/23.

12/8: Luncheon date