

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

**Meeting Minutes
Tuesday, January 17, 2023 @ 7 PM
In Person Meeting Parks and Recreation**

1. Roll Call; Committee Membership

The regular meeting was called to order at 7:08 PM, by vice chairman April Anair. Present: Members, Lew Jamison Maddie Cheng, Lana Einschlag, Karen Emerzian, Roy Woolsey. Rajiv Bhateja, chair was not present. Council liaison Lisa Schmidt was not present. Town staff: Sarah Robustelli was present. No associate members were present.

2. Committee secretary by rotation – Lew Jamison

3. Public Comment – None

4. Prior Minutes approval

- a. **Nov 17, 2022 motion by Karen seconded by Lew. Unanimous approval by members present.**
- b. **Dec 7, 2022 motion by Roy and seconded by Lew. Unanimous approval by members present.**

5. Welcoming of Newcomers – Roy Woolsey

Let me start off by giving my report on the newcomers because there were six new residents for December. And I sent mailing labels for those to count to town hall. And then there were two new residents last September and 11th October. And I sent Deborah the names of those people for mailing the second of letter I sent that a couple weeks ago at the beginning of the month. So who knows what will happen to all that. But that probably leads us into this discussion of the second letter that we approved back in 2017. You know, Karen's initiation, and the council. The committee approved it unanimously and I have no idea of whether Deborah's ever mailed them out.

After a discussion, it was decided that the packets should not go out since they are very large in the amount of documents. It was decided that they will be mailed on request.

A motion was made by April seconded by Maddie that the committee address and stuff the envelopes and leave them for the town to mail out.

6. Newcomers March Event - Roy

The invitation will include everyone for the last four years up to January of 2023. We will also invite council members, city manager, town clerk and committee chairs, Sarah will compile the list of invitees which we can review at the February meeting,

Sarah also passed around a sample invitation for the committee to review. The thought about catering is that we purchase the food from Costco and the committee members can help organize it in the council chambers, this will make the cost lower than asking a catering company to cater the event, the discussions are continuing. Since the event is planned for March, we are looking at receiving RSVPs by February 25. The other suggestion to make registration easier is to use a QR code for the web address of the RSVP. The committee will finalize the menu at the February meeting. It was also suggested that a reminder be sent out about the event and RSVP requirements. We also discussed using town branded cocktail napkins.

7. Town Picnic for 2023 – Sarah

The committee voted to retain Hunger at Home as the caterer for the town picnic, the vote was majority voted yes with one abstention. Sarah will also work with the caterer to ensure that the portions are adequate for adults and perhaps have them make other food suggestions besides chicken. The other topic which was discussed was the beverage area and unless we have a draft beer service, we should purchase

beer in cans because we had a difficult time finding church keys. Also, on the same note we have a suggestion to use screw top bottles or boxed wine to make it easier to serv the wine and no need for corkscrews.

Sara will also check with the entertainers we had last year to check their availability for this year.

8. Adjournment

The meeting was adjourned at 8:16 PM

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.

Minutes prepared by Lew Jamison and April Anair,