

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

**Meeting Minutes
Tuesday, February 28, 2023 @ 7 PM**

1. Roll Call; Committee Membership

The regular meeting was called to order at 7:10 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 – Maddie Cheng

3. Public Comment – None

4. Prior Minutes approval

Jan 17, 2023 motion by Lana seconded by April. Unanimous approval by members present.

5. Newcomers March Event – Committee Members

Committee members signed the invitations, addressed the envelopes, and got them ready to be mailed out.

6. Newcomers March Event – Sarah

- Scheduled for 1:00-3:00PM Mar 5th, rain or shine.
- 146 RSVP'd, catering ordered for 100 guests since the caterer, The Party Helper, is known to provide good quantity of food.
- Catering charge \$2398.57.
- Caterer to set up at 12:15PM in the council chamber.
- Sarah to set up beverages, including wine and water.
- Desserts ordered from Costco.
- Purissima to be present.
- 25 new comer packages to be made available at the event.
- Reusable bags for takeaways.
- No check-in's, guests write their own name tags. Karen to bring pens from last picnic.
- Karen, April, Lew, and Roy arriving by 12:30 to help setup.

7. Tabling Policy for Town Events - Sarah

To avoid issues arising from regulating 3rd-party tables at town events, town staff have been working on establishing an informal tabling policy by collecting data from other cities about tabling policy. Online forms set to 13 surrounding cities in July 2022, of which 7 responded. Only 1 has a formal tabling policy, while 6 use an informal policy. Among them, 3 require no city affiliation, and 5 do not offer sponsor or fee-based tabling.

Tabling policy recommendation by town staff:

- Informal
- Case-by-case basis –
 1. Applicants must fill out a request form 30 days prior to event.
 2. We reserve the right to refuse service to any party.
 3. No political or religious parties are allowed.
 4. Must be city affiliated to be free or pay a fee if non city affiliated.

Modifications proposed by committee members to the above recommendation:

- Augment the verbiage “Case-by-case basis” to “Case-by-case basis by the event coordinator or department heads, or in some instances, a contact with the city.”

- Reword bullet 4 above to “Must be LAH city/community affiliated to be free or, depending upon the specific event, there might be the option to pay a fee if non city affiliated.”
- Roy moved to adopt the tabling policy. All in favor.

8. “Our Town” Newsletter Update and Status

Brief discussion, no action items.

9. 2023 Town Picnic Budget – Sarah

- Due to complaints about long wait time from last year, number of shuttle buses will be restored to 2.
- April suggested, instead of mass mailing postcards to residents, we should advertise the picnic on the front/back page of the town newsletter to cut mailing cost.
- Email all RSVP’s of last year’s picnic.
- Inform new residents of the picnic at the new comer event.
- Roy will reach out to Model Train Club.
- Sarah will reach out to the climbing wall people if Happily Ever Laughter’s quote can be lowered by forgoing the magic show and reducing hours.

10. TEDx Review – Sarah

- Nicky presented a post-event report to the Council.
- Council expressed interest in applying for 2024 licenses.
- Suggestions by committee members for future TEDx talks:
 - Speeches to be organized to end on an upbeat note.
 - Higher color contrast on white background to enhance readability.
 - To place a limit on number of guest speakers can invite.
 - Guest list to be ordered by last names.

11. Date for Next Meeting

3/28/2023

12. Adjournment

Karen moved to adjourn the meeting, Lew seconded. The meeting was adjourned at 8:45 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,