

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

**Meeting Minutes
Tuesday, May 23, 2023
Town Hall Council Chambers**

1. Roll Call; Committee Membership

The regular meeting was called to order at 7:01 PM, by chairman Rajiv Bhateja. Present: Members, April Anair, Rajiv Bhateja, Maddie Cheng, Lana Einschlag, Karen Emerzian, Lew Jamison, Roy Woolsey. Associate member, Nina Price. Town staff, Sarah Robustelli. Council Liaison, Lisa Schmidt.

2. Committee Secretary

Roy Woolsey offered to take notes for this meeting.

3. Public Comment

No members of the public were present in Council Chambers for the meeting, but Kjell Karlsson watched a portion of the meeting on Zoom.

4. Review and Approval of Prior Committee Meeting Minutes

April Anair prepared minutes for the last meeting. A motion was made by Lana Einschlag and seconded by Rajiv Bahteja to approve the minutes of the last meeting as distributed. The motion was approved.

5. Review of Prior City Council Meetings

Lisa Schmidt reported on the last relatively short City Council meeting.

6. Town Picnic Plans

Sarah Robustelli led a detailed discussion of final Town Picnic planning. Much of the discussion centered around the volunteer list that is attached to these minutes. Chicken will be double the size of last year. Food lines will be rotated 90 degrees to improve flow. A board member from the caterer will be on site to answer questions about the organization.

Sarah will ask Neal if the car show exhibitors should vote on an award; this would be in lieu of the people's choice award. Karen Emerzian moved and Lana Einschlag seconded that people's choice award would be limited. The motion passed unanimously.

Mentor Tutor Connection asked to have a table at the Town Picnic; the Committee agreed it was good to have the organization at the Town Picnic. Karen Emerzian suggested Hills 2000 be notified not to try to collect dues at the Town Picnic.

7. Picnic Signup Status

A little over 1,300 signed up for the Town Picnic as of now. This number does not include car show or other staff, so the number with these groups is quite close to the number around nine to ten days before the actual picnic, so we would project the total attendance would be close to 2,000.

8. Future events

Sarah led a discussion of future events, including fourth of July parade, the movie night on August 4, the adult softball game on August 20, and the Hoedown on September 9.

9. Welcoming of New Town Residents

Roy Woolsey reported that in the last two months meeting files for new resident welcoming letter mailing labels were sent to Town Hall for mailing the welcoming letter from Council to the five new residents in Town for March and seven for April.

Maddie Cheng prepared five letters from the Committee to the five new residents from March, addressing envelopes and signing letters.

10. Additional Items or Contributions from Committee Members

April Anair wondered if we should consider starting our meetings at 6:30 PM rather than 7 PM. There was some discussion of reviewing status of associate members. These two items can be put on the agenda for a future meeting.

11. Date for Next Meeting and Adjournment

It was agreed that the next Committee meeting will be a special meeting on Tuesday, June 27, 2023 January. The meeting adjourned at 8:17 PM.

Minutes prepared by Roy Woolsey, May 23, 2023

LOS ALTOS HILLS TOWN PICNIC SUBCOMMITTEE VOLUNTEER LIST 5/23/2023

Subcommittee	Subcommittee Chair	Status/Comments
Picnic proposal and budget		Done
Flier content		Done
Flier printing/mailing		Done
“Our Town” article		Done
Town Web Site publicity		Done
Publicity banners		In place around town
Date inserts for banners		Done

Development of event schedule, thank-you, announcement posters		In process
Poster production		Sarah/staff will handle
Coordination/communication with other Town committees		Six Town standing committees have requested tables
Table to promote committees		
Reminder automated e-mails		Sarah will send
Program/announcements		
P A System		We have a PA system
Pre registration		Sarah/staff handling
Printed reg lists for on-site reg		Sarah/staff will handle
Alphabet signs for reg tables		Sarah/staff will handle
Registration tables and materials	Karen Emerzian	
Meal and ice cream tickets	Karen Emerzian	Decision to use tickets rather than wristbands
Collecting meal tickets for food		
Signs indicating ice cream flavors		Sarah/staff will handle
Location/layout of events		Committee discussed Sarah's recommendations; Sarah will have draft by end of week
Stick-on name tags and pens	Karen Emerzian	
Committee name tags/ribbons		
Newcomer/ 1 st timer recognition		
Entertainer/entertainment		
Pirate		
Train from field 2 to field 1		
Inflatable games		
Contest games		
Prizes for games		
Pony Rides / petting zoo		
Face Painting		
Game/contest announcer		
Stage and canopy at car show		
Classic car invites to exhibit		Over 50 exhibitors.
Classic car field arrangements		
Classic car judging		
Car show awards		Neal suggested only Mayor's award
Coordination of car show awards		
High School robotics teams		Will not be present; just before school finals
Band/musical entertainment		
Model (Lionel) trains		In place
Beer	Lew Jamison	
Wine	Lew Jamison	

Soft drinks	Lew Jamison	Large donation of Hint Water
Serving glasses		Ordered
Water from Water District		
Ice cream/toppings	Maddie Cheng	Vanilla, chocolate, rainbow sherbet, caramel, daiquiri ice
Serving plates, utensils	Maddie Cheng	
Plastic tablecloths		
Ice/Ice chests		Have from last year
Refrigerator/freezer		Have
Balloons		
Temporary restrooms		Ordered
Restroom cleaning/prep/janitor		
Contracts for vendors and others		
Trash/recycle/compost bins		Ordered
Green Waste table/booth		
Bull horn for game announcing		
Orange cones for games		
Easels for event posters		
Little League arrangements		Full little league access all day Saturday
Electrical extension cords		
Keys for fields and rest rooms		
Food catering approval and order		
Final meal count to caterer		
Fire dept participation in picnic		
Sheriff participation in picnic		
Irrigation of fields		
Shade canopies, stage, table, chair, tablecloth rental		Deliver Saturday morning; Sarah suggests meeting at noon to review locations
Event staff (Volunteer coord.)		
Setup		
Cleanup		