

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

**Special Meeting Minutes
Tuesday, July 20, 2021
Outdoor Area Behind Parks and Recreation Building**

1. Roll Call; Committee Membership

The special meeting was called to order at 7:02 PM, by chairman Roy Woolsey. Present: Members, Rajiv Bhateja, Maddie Cheng, Lana Einschlag, Karen Emerzian, Roy Woolsey. Associate members, Ken Brown, Ron Knapp. Town staff, Sarah Robustelli.

2. Introduction of Members of the Public; Public Comment. April Anair, who indicated she is interested in joining the Committee. Kjell Karlsson, who made no comment.

3. Committee Membership Issues

Roy Woolsey asked for volunteers for committee officers of chairperson, vice chair and secretary for the 2021-2022 year. There were no volunteers. The Committee agreed to continue this matter to the next meeting.

Roy noted City Clerk Deborah Padovan's comments in the latest Town Crier issue ("Although the Community Relations Committee is at capacity with five members, chairperson Roy Woolsey hopes to recruit additional volunteers if anyone is interested, according to City Clerk Deborah Padovan"). Roy circulated a draft memo to Council he prepared, proposing to increase the size of the Committee from five to seven members. The memo notes that five full members has been too few to sometimes get a good cross section of ideas and points of view, staff all tasks for a major event, and obtain volunteers for Committee officers. After some discussion Rajiv Bhateja moved and Lana Einschlag seconded to send the draft memo recommending increasing the size of the Committee to Council. The Committee unanimously approved the motion.

The Committee reviewed the list of associate members, and agreed they all contribute to the Committee and should remain as associate members.

4. Review and Approval of Prior Committee Meeting Minutes

A motion was made by Karen Emerzian, seconded by Rajiv Bhateja, and passed unanimously to approve the minutes of the last meeting, as distributed in draft form.

5. Review of Prior City Council Meetings and Fire Task Force

No report; there has been no Council meeting since the last Committee meeting.

6. Report on Recent Town Activities

Sarah Robustelli reported that another shred event will be held September 4 from 8 to 11 AM. The Parks and Rec Committee recommended a scaled down hoe down September 11 from 4 to 7 PM. On Aug 14 the adult softball game between Los Altos and LAH will be at Purissima Park from 1 to 3 PM.

7. Welcoming of New Town Residents

Roy Woolsey reported that files for new resident welcoming letter mailing labels were sent to Town Hall for mailing the welcoming letter from Council to the 19 new residents in Town for June, and for mailing the follow-up letter from the Committee to the nine new residents for April.

8. Discussion of TEDx Program

Roy Woolsey read Medha Rishi's report on status of the TEDx program: Medha hosted a Zoom call with Q&A session to recruit TEDx volunteers. Attendance was minimal. Medha is working to form an event sub-committee and has reached out to various leads. First in-person sub-committee meeting is anticipated for late summer, depending on volunteers' confirmations beforehand, which would be needed to proceed with TEDx planning. Medha asked that all Committee members help with our volunteer recruitment efforts.

9. Los Altos Hills Classic Car Show

Sarah Robustelli gave summary of event planning. There are 93 cars registered. Sarah reviewed the proposed layout for the classic car show, which the Committee approved by consensus. Committee members can meet at the fields at 9 AM on Saturday to review final layout as canopies are being assembled. Roy Woolsey summarized a memo that he would write to standing committee chairs informing them of the location for their informational tables, since the location is different from that used at Town Picnics.

Roy Woolsey described the request from Scott Vanderlip and John Swan for LAH community fiber to have a table at the Car Show, to distribute information. The Committee agreed a table is ok, as long as anything to do with Town politics is not part of the table.

Ron Knapp expressed concern about classic cars leaving early and having the risk of accident with people wandering on the field. Sarah will discuss the matter with Neal Rayborn.

Sarah described a poster she will have made, including that the event is for Town residents only, with social distancing, that there are no pets, and giving information on hours and food for purchase.

Sarah has ten bottles of hand sanitizer that will be available at the event. She has arranged two pairs of sinks, one to be placed by food trucks and beverages and another near the brunch canopies.

Ron Knapp has ordered 240 cans of Lagunita IPA, 140 cans of Corona Premier. At Roy Woolsey's request, Ron will try to get some gluten free beer. Maddie Cheng will get a total of around 400 cans of soft drink. Sarah will bring coolers and ice to event. The Youth Commission will help with beverages. Sarah will provide meal tickets. Car show exhibitors, Lionel train staff and Committee members will get meal tickets for the food truck.

The Committee discussed in detail and updated the event task list which was given in the last meeting minutes; an updated list is included with these minutes.

10. Additional Items or Contributions from Committee Members

Rajiv Bhateja commented about problems with the Brown Act that a "reply all" to an e-mail causes, and suggested he could set up a Google groups for the Committee that would allow "reply" but would not routinely do a "reply all." It was noted that sending e-mails with Committee members listed as bcc could also address this problem. No decision was reached by the Committee on this matter.

11. Date for Next Meeting

Karen Emerzian moved, Lana Einschlag seconded and the Committee unanimously agreed to cancel its August regular meeting and instead meet next on Tuesday September 28, 2021, at 7 PM.

12. Adjournment

Rajiv Bhateja moved, Karen Emerzian seconded and the Committee unanimously agreed to adjourn at 8:26 PM.

Minutes prepared by Roy Woolsey, July 21, 2021. Minutes Approved as Presented at the September 28, 2021 Regular Community Relations Committee meeting.

LOS ALTOS HILLS CLASSIC CAR SHOW SUBCOMMITTEE VOLUNTEER LIST 7/20/2021

Subcommittee	Subcommittee Chair	Status/Comments
Car Show proposal and budget	Roy Woolsey	Approved by Council in June meeting
Flier content	Sarah arrange with vendor	Approved by Committee
Flier printing/mailing	Sarah arrange with vendor	Mailed/ received by residents
“Our Town” Press release		No newsletter to submit due to timing
Town Web Site publicity	Sarah Robustelli	
Coordination/communication with other Town committees	Roy Woolsey	Memo submitted, plus second memo with new committee locations
Reminder automated e-mails	Sarah	yes
Program/announcements		Not planning any program
P A System	Sarah arrange with vendor	Available in case of emergencies
Pre registration	Sarah	
Printed reg lists for on-site reg	Sarah provide	
Alphabet signs for reg tables	Sarah provide	Probably not needed
Registration tables and materials	Karen and Lana	Include name tags
Hand sanitizer	Sarah	10 bottles will be available
Stick-on name tags and pens	Karen	Put them out for people to use if desired
Stage and canopy at car show	Sarah arrange with vendor	To be set up Saturday morning before event
Classic car invites to exhibit	Neal work with Sarah	Arranged
Classic car field arrangements	Neal and Sharon	
Car show awards		Not planning awards this year
Band/musical entertainment	Neal Rayborn	Arranged
Model (Lionel) trains	Roy Woolsey	Arranged
Beer	Ron Knapp	In cans
Soft drinks	Maddie Cheng	In cans
Water from Water District	Sarah to coordinate	PHWD will participate
Ice/Ice chests	Sarah and Crew	
Restroom cleaning/prep/janitor	Sarah arrange with vendor	
Contracts for vendors and others	Sarah	
Trash/recycle/compost bins	Sarah arrange with vendor	
Green Waste table/booth	Sarah	Will not attend
Little League arrangements	Sarah	LL is already aware of the proposed event
Keys for fields and rest rooms	Staff	
Food catering approval and order	Sarah	
Fire dept participation	Sarah	Will not participate
Sheriff participation	Sarah	Will stop by on routine patrols
Irrigation of fields	Sarah and Crew	
Shade canopies, stage rental	Sarah	Set up Sat, July 24 AM
Setup	Neal, Sarah, CRC	Field Access Sat, July 24 for field lining

Cleanup	Staff	
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