

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

**Teleconferenced Meeting Minutes
Tuesday, June 22, 2021**

1. Roll Call; Committee Membership

The teleconferenced regular meeting was called to order at 7:05 PM, by chairman Roy Woolsey. Present: Members, Rajiv Bhateja, Maddie Cheng, Lana Einschlag, Karen Emerzian, Roy Woolsey. Town staff, Sarah Robustelli. Council Liaison: Lisa Schmidt.

2. Introduction of Members of the Public; Public Comment. None.

3. Committee Membership Issues

Roy Woolsey noted the need for vice chair of the Committee and for a new chair for the 2021-2022 year. Roy circulated a draft memo to Council he prepared, proposing to increase the size of the Committee, noting that only five full members has been too small 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, the consensus of the Committee was not to approve such a recommendation to Council at this time, but rather to look and advertise for more associate members, with a view that if some new associate members were found who could attend meetings and would like to become full members, then we could recommend an increase in size of the Committee. Roy asked all members to help look for new Committee members, and Roy will contact City Clerk Deborah Padovan regarding advertising for associate members.

4. Review and Approval of Prior Committee Meeting Minutes

A motion was made by Lana Einschlag, seconded by Maddie Cheng, 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

Council Liaison Lisa Schmidt reported that Council extended City Manager Carl Cahill's employment contract to end of October. There was lots of discussion in the last Council meeting of LAH City Fiber, a group that formed a non-profit to provide fiber in Town, using Town right of ways. Council passed the next fiscal year's budget, including a donation to Hidden Villa. Purchase credits for undergrounding will cut the cost of forthcoming work roughly in half. On the Fire Task Force Lisa has been working to allow residents to get assessments of the fire hardening of their property, to get certification of 1,000 homes by 2022.

Council approved the Committee's Classic Car Show proposal without any comment; it was on the Consent Calendar. Council gave consensus approval for Councilmember Linda Swan to lead an ad hoc TEDx committee.

6. Report on Recent Town Activities

Sarah Robustelli reported that the Open Space Committee last week sponsored presentation on home hardening and vegetation management; a link to presentation is available. The Independence Day caravan is the upcoming Town event, similar to last year's caravan; we will probably have the regular 4th of July parade next year. The caravan will start at Town Hall at 10 AM, will likely take around an hour. The 3rd annual LAH-Los Altos softball game will be at Purissima Park, Saturday August 14 from 1 PM to 3 PM. We are hoping to have the snack bar open. The next neighborhood cleanup will be on July 24 at the main Foothill campus.

Karen Emerzian suggests using the Independence Day caravan to advertise Classic Car Show. Sarah Robustelli noted later in the meeting we'd be reviewing the flier for the Car Show.

Rajiv Bhateja asked about e-mails to all Town residents, and Sarah said the Town does not have a list of Town e-mails, but something we can discuss under the Classic Car Show.

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 18 new residents in Town for May, and for mailing the follow-up letter from the Committee to the 11 new residents for March. Roy noted that there had been some staff turnover at Greenwaste, and Roy and to correspond with GreenWaste to get the May "new starts."

8. Discussion of TEDx Program. No report.

9. Los Altos Hills Classic Car Show

Since Council approved proposal and budget for the car show at the June Council meeting, the Committee can proceed with final event planning. Sarah Robustelli reviewed a draft of a post card flier mailer, noting that the food truck includes a vegetarian option. Karen Emerzian likes the flier, and recommended adding that event is limited to Town residents. Maddie Cheng asked about Covid protocols, and Sarah suggested signage at the event. Rajiv Bhateja commented about preexisting conditions or some people who are vaccinated getting Covid again, and suggested social distancing and masks optional. Sarah confirmed current Covid guidelines are being followed.

Sarah said the food truck will serve waffles. The Committee agreed an e-mail should be sent to 2019 Town Picnic registrants – "You are receiving this e-mail because you were registered for the 2019 picnic," and send the current flier in e-mail, noting that the event is only for Town residents.

Karen Emerzian moved, Lana Enschlag seconded and the Committee unanimously approved Sarah's draft flier with notes that (1) the event is limited to Town residents, (2) covid guidelines will be followed, and (3) an e-mail will be sent to prior picnic. Flier will include Town logo, vegetarian option, no pets, a note about live music and Lionel trains, and a comma after "exhibit."

The Committee reviewed the event budget and discussed the food truck. Exhibitors will get their food coupons early. People will presumably be spread out during the event, so the two large canopies should provide plenty of places to sit to eat. Lana asked about tickets for CRC members. Sarah offered coupons to PHWD. Sarah said she secured fruit-flavored water donations, in addition to PHWD. Roy noted that the memo to committee chairs contained in the approved event proposal has been sent to all committee chairs.

The Committee discussed and updated the event task list which was given in the event proposal; an updated list is included with these minutes. We may not need shuttle busses. Neal and other volunteers will mark stalls for cars and that will determine locations of canopies and other attractions. Committee members can optionally meet at Purissima Park the day before, and Sarah will contact members at the last moment to indicate the best time for any member interested in helping with the layout to come to Purissima Park.

Rajiv volunteered to be event chair if necessary. Sarah has had lots of offline conversations with Neal, so in a way Neal Rayborn is the chair.

10. Additional Items or Contributions from Committee Members. None.

11. Date for Next Meeting and Adjournment

The Committee agreed to cancel its next regular meeting and instead meet one week earlier, a special meeting the Tuesday July 20, 2021, at 7 PM, before the Classic Car show, for final event planning. Rajiv Bhateja moved, Karen Emerzian seconded and the Committee unanimously agreed to adjourn at 8:34 PM.

LOS ALTOS HILLS CLASSIC CAR SHOW SUBCOMMITTEE VOLUNTEER LIST 6/22/2021

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	Will be done immediately after meeting
“Our Town” Press release	Lana and Karen	No newsletter to submit due to timing
Town Web Site publicity	Sarah Robustelli	
Coordination/communication with other Town committees	Roy Woolsey	Approved memo submitted to Town standing committee chairs
Reminder automated e-mails	Sarah	yes
Program/announcements	Neal, Roy, Mayor	Speaker system available
P A System	Sarah arrange with vendor	
Pre registration	Sarah	
Printed reg lists for on-site reg	Sarah provide	
Alphabet signs for reg tables	Sarah provide	Reuse for the Car Show
Registration tables and materials	Karen and Lana	Include name tags
Hand sanitizer	Sarah	
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	Ordered
Classic car invites to exhibit	Neal work with Sarah	http://www.losaltoshills.ca.gov/formcenter/parks-recreation-4/proposed-car-show-sunday-july-25-148
Classic car field arrangements	Neal and Sharon	
Classic car judging	Mayor, Mgr, Clerk(out)?	Elected council members if they can attend, maybe car show expert as well. Leave to Neal’s judgment
Car show awards	Chris Knopf - Staff	
Coordination of car show awards	Chris Knopf - Staff	
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 has already been made aware
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	Sarah will invite, in case GW can 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	
Final meal count to caterer	Sarah	

Fire dept participation	Sarah	Request engine if approved by State/County
Sheriff participation	Sarah	Request sheriff if approved by State/County
Irrigation of fields	Sarah and Crew	
Shade canopies, stage rental	Sarah	Ordered
Setup	Neal, Sarah, CRC	Field Access needed Saturday, July 24 for rentals and field lining
Cleanup	Staff	

Minutes prepared by Roy Woolsey, July 3, 2021.