



JOINT COMMUNITY VOLUNTEER SERVICE AWARD COMMITTEE SPECIAL MEETING AGENDA

**October 27, 2025 - 7:00 PM
In Person**

IN-PERSON PARTICIPATION: Members of the public may participate in-person at the Los Altos Community Center located at 97 Hillview Ave., Los Altos, CA. Apricot Room.

PUBLIC COMMENT: Public comments can be made verbally, or in-person during the meeting.

Public comment will not be taken via Zoom or telephone.

AGENDA

MEETING CALLED TO ORDER

ESTABLISH QUORUM

NEW AND RESIGNED COMMITTEE MEMBERS

1. **Update on Committee Members -**
 - A. **Larry Lang - New Los Altos Council Liaison**
 - B. **Resignation of Kelly Davis from Los Altos Hills, moved out of Los Altos Hills**

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

2. **Approval of Meeting Minutes**
Approve the Meeting Minutes of September 8, 2025

TREASURER'S REPORT

SELECTION PROCESS AND DECISIONS

CONFIRM NEXT STEPS ON NOMINEES

AWARD LUNCH RESERVATIONS

DISCUSSION ITEMS

3. Review of ByLaws

Review Section 2.1 and Section 3.5 of the Los Altos - Los Altos Hills Joint Community Volunteer Service Awards Committee Bylaws

- A. Discuss if the Committee should remain a Brown Act Body and make recommendation to Town / City Manager(s)

NEW BUSINESS

UPCOMING MEETINGS

- 4. **A. Next meeting is scheduled for November 10, 2025, at 7 PM, Sequoia Room**
B. Event wrap-up meeting is scheduled for January 12, 2026 at 7 PM, Manzanita Room

ADJOURNMENT

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.



Staff Report

Meeting Date: October 27, 2025

Prepared By:

Subject: Approval of Meeting Minutes

RECOMMENDATION

Approve the Meeting Minutes of September 8, 2025

BACKGROUND

DISCUSSION

ATTACHMENTS

1. JVAC Special Meeting Minutes - September 9, 2025 DRAFT



**CITY OF LOS ALTOS
JOINT COMMUNITY VOLUNTEER
SERVICE AWARDS COMMITTEE
MEETING MINUTES
MONDAY, SEPTEMBER 8, 2025
7:00 p.m. Manzanita Room – Los Altos**

*Ginny Lear, LA Chair
Archana Appanna, LA Member
Ben Gikis, LAH Member
Charles Lindauer, LA Member
Donald Mattson, LAH Member
Kelly Davis, LAH Member
Laura Schmidt, LAH Member
Lindsay Carpenter, LA Member
Sandy Mingia, LAH Member
Sumita Chandra, LA Member*

- 1. CALL MEETING TO ORDER – Ginny Lear, Chair,** called the meeting to order at 7:02 p.m.

- 2. ESTABLISH QUORUM**

Present: Los Altos Members – Ginny Lear, Archana Appanna, Lindsay Carpenter, Sumita Chandra, Chuck Lindauer. Mayor Pete Dailey attending for LA Liaison Larry Lang.

Los Altos Hills Members – Ben Gekis, Donald Mattson, Sandy Mingia, Laura Schmidt

Absent: Kelly Davis (LAH), Stanley Mok (LAH) and Larry Lang (LA)

- 3. INTRODUCTIONS**

Ginny Lear, Chair, introduced:

- New Committee Member - Laura Schmidt for Los Altos Hills.
- New Los Altos Council liaison - Larry Lang, Mayor Pete Dailey in attendance.
- New JVAC Secretary and Staff Liaison – Taylor Soleno

- 4. PUBLIC COMMENTS**

There were no speakers during Public Comment.

- 5. APPROVAL OF JUNE 2, 2025 MEETING MINUTES**

Motion Donald Mattson and second by Lindsay Carpenter to approve the June 2, 2025 minutes. Motion carries 8-1 with Ben Gikis opposed.

- 6. TREASURER’S REPORT**

Donald Mattson, Committee Member, presented the treasurer’s report.

- 7. REPORT FROM CHAIR**

Ginny Lear, Chair, reviewed assignments for the award ceremony. Meeting with the Los Altos, City Manager and Los Altos Hills, Town Manager is upcoming to review the commission bylaws.

- 8. REPORTS FROM SUB-COMMITTEES:**

Caterer/lunch menu details – Ginny, Lindsay, Archana, Sandy, Kelly - Nomination Forms, now live and mailed – Chuck, Don, Sumita, Ginny - Logo Award Pins – Ginny, ordered 100, magnetic back

9. PRICE OF LUNCHEON TO PUBLIC

Price of luncheon discussed.

Motion by Donald Mattson to set price of luncheon at \$30, motion failed due to lack of second.

Motion by Sumita Chandra and second by Archana Appanna to set the price of luncheon at \$55 and absorb the credit card fees. Motion carried 7-2 with Ben Gikis and Donald Mattson opposed.

10. ELECTION OF VICE CHAIR FROM LOS ALTOS HILLS

Motion by Ginny Lear and second by Archana Appanna to elect Laura Schmidt as the JVAC Vice Chair from Los Altos Hills. Motion carried unanimously.

11. BY LAWS TO LOS ALTOS AND LOS ALTOS HILLS CITY MANAGER TO REVIEW

Ginny Lear, Chair, to review the JVAC Bylaws with Los Altos City Manager and Los Altos Hills Town Manager.

12. NEW BUSINESS

Review award selection process as future study session on October 20th, 2025 at 6:00 p.m.

13. NEXT MEETING IS OCTOBER 20, 2025 at 6:30 p.m.

Location: Los Altos Community Center, Manzanita Room

There will be a study session on October 20th, 2025 at 6:00pm

14. ADJOURNMENT – The special meeting adjourned at 8:08 p.m.

The meeting minutes were prepared by Taylor Soleno, Deputy City Clerk, for approval at the special meeting on October 20, 2025.

Ginny Lear
Chair

Taylor Soleno,
Deputy City Clerk



Staff Report

Meeting Date: October 27, 2025

Prepared By:

Subject: Review of ByLaws

RECOMMENDATION

Review Section 2.1 and Section 3.5 of the Los Altos - Los Altos Hills Joint Community Volunteer Service Awards Committee Bylaws

- A. Discuss if the Committee should remain a Brown Act Body and make recommendation to Town / City Manager(s)

BACKGROUND

None

DISCUSSION

ATTACHMENTS

None