



JOINT COMMUNITY VOLUNTEER SERVICE AWARD COMMITTEE - SPECIAL MEETING AGENDA

**November 10, 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. Sequoia 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

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

1. **Approve the Special Meeting minutes for October 27, 2025**

TREASURER'S REPORT

AWARD LUNCH ITEMS TO DO

2.
 - a. **Create seating or other lunch related subcommittees as necessary**
 - b. **Audio/Visual set up at the Grand Oak Room**
 - c. **Reservations**
 - d. **Seating Assignments: Sandy, Archana, Laura, Ginny**
 - e. **Create room layout - table placement for city crew/caterers**
 - f. **Day of lunch catering liaison - Lindsay**
 - g. **Printed program and City of Los Altos resources - Ginny**
 - h. **Video Assistance to awardees and consolidation - Chuck and Laura**
 - i. **Pay Photographer Shelly Bowers for JVAC ownership of photos - Ginny**
 - j. **Hired KMVT**
 - k. **Plaques - ordered by Sumita**
 - l. **Political contacts made for awardee certificates - Ginny**

- m. Purchase of wine - Ben or Don**
- n. Poinsettias - Archanna**
- o. Name tags - Los Altos Hills Deputy City Clerk**
- p. Check-in table**
- q. Coordinate all with Mayor Dailey and Tom Myers - Ginny**
- r. Other**

DISCUSSION ITEMS

NEW BUSINESS

UPCOMING MEETINGS

- 3. Event wrap-up meeting is scheduled for January 26, 2026 at 7 PM, Room TBD**

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.