



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.



**CITY OF LOS ALTOS
JOINT COMMUNITY VOLUNTEER
SERVICE AWARDS COMMITTEE
MEETING MINUTES
MONDAY, OCTOBER 27, 2025
7:30 p.m. Apricot Room – Los Altos**

*Ginny Lear, LA Chair
Archana Appanna, LA Member
Ben Gikis, LAH Member
Charles Lindauer, LA Member
Donald Mattson, 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 7:05 p.m.

2. **ESTABLISH QUORUM**

Present: Los Altos Members – Ginny Lear, Archana Appanna, Sumita Chandra, Chuck Lindauer, Larry Lang.

Los Altos Hills Members – Ben Gikis, Donald Mattson, Sandy Mingia, Laura Schmidt, Stanley Mok

Absent: Lindsey Carpenter (LA)

3. **NEW AND RESIGNED COMMITTEE MEMBERS**

Ginny Lear, Chair, introduced:

- New Los Altos Council liaison - Larry Lang
- Update provided on resignation of Kelly Davis from Los Altos Hills

4. **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

There were no speakers during Public Comment.

5. **APPROVAL OF SEPTEMBER 8, 2025 SPECIAL MEETING MINUTES**

Motion by Chuck Lindauer and second by Archana Appanna to approve the September 8, 2025 minutes as amended. Motion carried unanimously.

6. **TREASURER’S REPORT**

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

7. **SELECTION PROCESS AND DECISIONS**

Taylor Soleno, Deputy City Clerk, read written ranking from Lindsey Carpenter into the record.

Ranking of nominations and awardees selected.

Motion by Ben Gikis and second by Chuck Lindauer to approve the awardees selected. Motion carried 9-0 with Councilmember Larry Lang recused.

8. CONFIRM NEXT STEPS ON NOMINEES

Decision to move forward with a two minute video for each awardees, plaques will be ordered, and November 3rd, 2025 website will go live for lunch tickets. Awardees will be notified.

9. AWARD LUNCH RESERVATION

Meal options were selected.

Discussion on forms of acceptable payment for the lunch.

Motion by Sumita Chandra and second by Chuck Lindauer to not allow checks as a form of payment for the lunch. Motion carried unanimously.

10. REVIEW OF BY LAWS

Ginny Lear, Chair, reviewed the JVAC Bylaws Section 2.1 and Section 3.5

Consensus recommendation to the Los Altos City Manager and Los Altos Hills Town Manager that the committee would like to become a Non-Brown Act Body in the future.

11. NEW BUSINESS

No new business proposed.

12. NEXT MEETING IS JANUARY 26, 2026 at 7:00 p.m.

Location: Los Altos Community Center, Room to be determined

13. ADJOURNMENT – The special meeting adjourned at 8:27 p.m.

The meeting minutes were prepared by Taylor Soleno, Deputy City Clerk, for approval at the special meeting on November 10, 2025.

Ginny Lear
Chair

Taylor Soleno,
Deputy City Clerk