



MEETING AGENDA

January 26, 2026 - 6:00 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

CALL 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 Minutes from November 10, 2025**

TREASURE'S REPORT

DISCUSSION

2. **Review December 5, 2025 Luncheon**
 - a. **What worked well**
 - b. **Any proposed process changes**
3. **Discuss Date of 2026 Luncheon (First Friday, December 4, 2026)**
 - a. **Checking Los Altos Community Center Grand Oak Room availability**

APPOINTMENTS

4. **Election of 2026 Chair from Los Altos Hills and Election of 2026 Vice Chair from Los Altos**

UPCOMING MEETINGS

5. **Proposed Date of Next meeting: 2nd Monday, March 9, 2026, 7:00 PM**

NEW BUSINESS

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, NOVEMBER 10, 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
Laura Schmidt, LAH Member
Lindsay Carpenter, LA Member
Sandy Mingia, LAH Member
Sumita Chandra, LA Member*

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

ESTABLISH QUORUM

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

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

Absent: Ben Gekis (LAH), and Larry Lang (LA)

PUBLIC COMMENTS

There were no speakers during Public Comment.

ITEMS FOR CONSIDERATION/ACTION

1. Approval of October 27, 2025 Meeting Minutes

Motion by Donald Mattson and second by Archana Appanna to approve the October 27, 2025 minutes. **Motion carried unanimously.**

TREASURER'S REPORT

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

2. AWARD LUNCHEON ITEMS TO DO LIST

- 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 - Archana
- 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

Lindsay Carpenter will follow up with City on room set-up (2a). Subcommittee created to review and set up seating assignments (2d). Shelly Bowers is unavailable and new photographer will be researched (2i). Donald Mattson will handle the wine (2m). Poinsettia purchase assigned to Archana Appanna with a \$250.00 limit (2n). Laura Schmidt, Archana Appanna, and Sandy Mingia assigned for check-in table (2p). Last day for ticket sales is November 26th and message will be pushed out to each City.

DISCUSSION ITEMS

NEW BUSINESS

UPCOMING MEETINGS

ADJOURNMENT – The special meeting adjourned at 8:05 p.m.

The meeting minutes were prepared by Taylor Soleno, Deputy City Clerk, for approval at the special meeting on January 26, 2026.

Ginny Lear
Chair

Taylor Soleno,
Deputy City Clerk