



MEETING AGENDA

April 20, 2026 - 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. Neutra House Conference Center.

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

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. **Approval of Minutes from Special Meeting of March 16, 2026**

TREASURE'S REPORT

CHAIR REPORT - BROWN ACT STATUS

COMMITTEE AND ASSIGNMENTS

2.
 - A. **Event Date: Friday, December 4, 2026**
 - B. **Event Location: Grand Oak Room, Los Altos Community Center**
 - C. **Catering - Party Helpers: Laura, Lindsay, Arachana**
 1. **Laura to ask City Managers for staff support on the day of event**
 - D. **Reservations Chair: Sumita**
 1. **Name Badges: Keren**
 - E. **Proposed Speaker - Ideas**
 - F. **Programs - Danielle Kang has agreed to design and print**
 - G. **Awardee Videos**
 - H. **Nominations / Mailing - Don**
 - I. **Marketing - Chuck - Advertising**
 1. **Do we do social media posts?**
 - J. **Plaques and Proclamations**
 - K. **Laura to request funds from each City Manager**
 - L. **Invitations and Certificates from Local Politicians -- what is the process?**
 - M. **Event Master of Ceremonies (MC) - Laura to ask Rajiv Bhateja, LAH Mayor**

POTENTIAL FUTURE AGENDA ITEMS / NEW BUSINESS

UPCOMING MEETINGS

3. **Confirm dates of next meetings:**
September 14, 2026 – Manzanita Room
October 19, 2026 – Manzanita Room
November 16, 2026 – 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.



**CITY OF LOS ALTOS
JOINT COMMUNITY VOLUNTEER
SERVICE AWARDS COMMITTEE
MEETING MINUTES
MONDAY, March 16, 2026
6:00 p.m. Sequoia 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 – Laura Schmidt, Chair, called the meeting to order at 6:49 p.m.

ESTABLISH QUORUM

Present: Los Altos Members – Ginny Lear, Archana Appanna, Lindsay Carpenter, Charles Lindauer, Sumita Chandra, and Council Liaison, Jonathan D. Weinberg

Los Altos Hills Members – Laura Schmidt, Donald Mattson, Ben Gekis, and Sandy Mingia (arrived at 7:02pm)

Absent: Council Liaison, Stanley Mok (LAH)

PUBLIC COMMENTS

There were no speakers during Public Comment.

Sandy Mingia, LAH member, arrived at 7:02 p.m.

ITEMS FOR CONSIDERATION/ACTION

1. Approval of Meeting Minutes - Approve Draft Special Meeting Minutes of January 26, 2026

Motion by Lindsay Carpenter, LA Committee Member, and second by Archana Appanna, LA Committee Member, to approve the January 26, 2026 minutes. **Motion carried unanimously.**

COMMISSIONERS' REPORTS

2. Final Finance Report for 2025 Event

Donald Mattson, Treasurer, presented the treasurer's report.

DISCUSSION ITEMS

3. Confirmation of Assignments:

- a. Reservations Chair: Sumita
 - i. Name Badges: Karen
- b. Catering - Party Helpers: Laura, Lindsay, Archana
 - i. Party Helpers Contract - Vote.
 - ii. Centerpieces: Archana
 - iii. Wine: 100 glasses to be set near wine instead of tables. Laura to donate all red.

- c. Proposed Speaker
- d. Programs
- e. Awardee Videos
 - i. Laura to contact Freestyle
- f. Event Video - Volunteer
- g. Ads
- h. Plaques and Proclamations
- i. Other

The Committee confirmed assignments.

NEW BUSINESS

Committee Bylaw Update due June 2026.

UPCOMING MEETINGS

- 4. Future meetings:**
 - April 20, 2026**
 - September 14, 2026**
 - October 19, 2026**
 - November 16, 2026**

ADJOURNMENT – the special meeting adjourned at 7:46 p.m.

The meeting minutes were prepared by Taylor Soleno, Deputy City Clerk, for approval at the special meeting on April 20, 2026.

Laura Schmidt,
Chair

Taylor Soleno,
Deputy City Clerk

Staff Report



Meeting Date: April 20, 2026

Prepared By:

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-

RECOMMENDATION

BACKGROUND

DISCUSSION

ATTACHMENTS

None