

TOWN OF WOODSIDE
2955 Woodside Road
Woodside, CA, 94062

Volunteerism/Volunteer Liaison and Engagement Committee

Thursday, April 20, 2023

4:00 P.M.

Hybrid Meeting

FINAL MINUTES

Call to Order: 4:08 P.M.

Members Present: Chair Moira Lion, Thalia Lubin, Pastor Ama Zenya, Thomas Johnson

Members Absent: Bill Zonner

Staff Present: Melissa Cardinale, Assistant to the Town Manager

Town Council Present: Paul Goeld and Jennifer Wall, Town Council Committees Appointments Subcommittee

Public Communications: None

Work Session: (due to technical difficulties, Old Business was discussed first)

1. Review of the Handbook for Members of the Planning Commission, the Architectural and Site Review Board and the Citizen Advisory Committees

Councilmembers Goeld and Wall stated the purpose of this work session and to ask the Committee to review the handbook and recommend revisions. The Committee discussed whether the handbook should be broken up into separate documents for the Planning Commission, Architectural and Site Review Committee, and volunteer committees, whether the chair of each committee should review the applications received prior to Town Council approval and make recommendations to the Town Council Committees Appointments Subcommittee, moving the annual report by the committee chairs to the Town Council to January, and asking the Woodside History Committee to review and revise the history section of the handbook. The following motions were made:

(M/S): Johnson/Zenya to recommend to the Town Council that there be one handbook, which will be reorganized to have information for all committees at the beginning, then specific information for citizen advisory committees, and then separate Planning Commission, Architectural and Site Review Board, Town Council, and Audit Committee sections which clearly delineate their responsibilities, 4-0-1 (Zonner absent).

(M/S): Lubin/Johnson to have any applications for a specific committee sent to the chair for review and recommendation to the Town Council, 4-0-1 (Zonner absent).

(M/S): Zenya/Lubin to accept the request of the Town Council Committees Appointments Subcommittee to prepare recommended revisions to the Handbook for Members of the Planning Commission, the Architectural and Site Review Board and the Citizen Advisory Committees, 4-0-1 (Zonner absent).

(M/S): Zenya/Johnson to recommend that the Woodside History Committee review and revise the history section of the Handbook for Members of the Planning Commission, the Architectural and Site Review Board and the Citizen Advisory Committees, 4-0-1 (Zonner absent).

The Committee members are to prepare a list of recommended revisions before the May meeting. Lion will consolidate the list and revise the draft document.

Old Business:

1. Approval of Minutes: March 16, 2023

(M/S): Johnson/Lubin, approved 4-0-1 (Zonner absent).

2. Volunteer Fair

- a. Volunteer Engagement Fair – Menu Decisions

The committee discussed catering menus. Johnson recommended using Roberts Market and ordering cheese, fruit, and cookies/brownies. They would break up the orders into smaller platters for each table and having toothpicks for picking up items. Johnson also recommended using small water bottles to avoid waste.

(M/S): Johnson/Lubin to order fruit, cheese, cookies, and brownies, and use toothpicks and napkins, and to purchase waters (small bottles), approved 4-0-1 (Zonner absent).

New Business:

None

Adjournment: (M/S): Johnson/Zenya at 5:37 P.M.

Next Meeting: May 18, 2023 at 4:00 P.M.

Prepared by: Melissa Cardinale