

# Friends of Los Alamitos Watershed

## General Monthly Meeting

Wednesday,

Aug 29, 2012

Mike and Dorene's Home

21600 Almaden Road

Potluck and Meeting at 5:30 pm

1. Welcome/Potluck Dinner
2. Minutes– Mike –2 min
3. Financial /Volunteer Hours Report - Bill Jones
4. Agency Reports
  1. Santa Clara Valley Water District
  2. Santa Clara Parks and Rec
  3. Fire Safe Council
  4. Almaden Cal Fire
  5. MidPen Open Space
  6. Church of Christ

### Committees Reports

5. Grant Review
6. Review budget and schedule
7. Discuss job responsibilities
  - a. Safety Education Consultant - Mike Cox
  - b. Graphic Professional
  - c. Watershed Recognition Event Consultant Report - Cynthia Towle
  - d. Watershed CleanUp Consultant Report - Cynthia Towle
    1. Four set up shifts
      - 7:00 am - physical set up -Pop-ups , signs, van routes, water bucks filled, tables, chairs, stations signs, flow route marked.
      - 7:30 Lead set-up and safety checks
      - 8:00 Station leads set up
      - 8:15 Volunteers from Church of Christ begin to arrive
      - Kitchen Crew arrives
      - 11:30 Volunteer Crews return from their field sites
      - 12:00 Lunch is served
    2. Two or three set up crews for the recognition Clean Up
      - 10:45 Break down tents and move everything to the Community Club.
      - 12:00 Meet recognition speakers and set up stage/ PA system
      - 12:30 Recognition presentation
      - 1:00 Event over
      - 1:15 Clean Up
    3. Set up
      - a. Signs posted 3 days before the event
      - b. Friday Night load trucks

c. Thank you letters

3. Most important - Verify everyone at the meeting their assignments and arrival tim

g. Sign Designer Consultant Report

h. Volunteer Award County Supervisors

1. Tuesday Aug 9, 2012 Volunteer Recognition 9:30 Board Chambers

**8. Sponsorships**

a. Waste Management - Cynthia needs to contact

b. Whole Foods - Cynthia needs to contact

c. Green Waste Dumpsters

**9. Fred Fortune Graphic Design Co.**

**10. Website and Blog Site - Mike Cox**

**14. New FOLAW logo/ Letterhead - Cynthia's daughter's design**

**17. RMP meeting/ Conference - October 9, 2012- 9- 4 pm**

- See agenda - David Brower Center - Berkeley

**18. Shuttle Drivers**

16. Call for volunteer Hours

17. Media - Times and Resident have been contacted. Need to speak to TV

a. Media release before the event written.

18. Thank you letters