



DATE: August 26, 2013

AGENDA ITEM # 3

AGENDA REPORT

TO: Historical Commission
FROM: Zachary Dahl, Staff Liaison
SUBJECT: Commission Calendar

RECOMMENDATION:

Provide input on draft Commission Calendar

BACKGROUND

The Commission asked for a calendar of reoccurring and annual events at their meeting on March 25, 2013.

DISCUSSION

Attached is a draft commission calendar for the Historical Commission. This calendar can be used by the Commission to plan for the upcoming events and activities throughout the year.

Attachments:

- A. Draft Commission Calendar

Yearly Calendar of Events

Los Altos Historical Commission

JANUARY

Work Items

- Margaret Thompson Essay Contest

Meeting Agenda

- Review and approve Certified Local Government annual report

FEBRUARY

Work Items

- Margaret Thompson Essay Contest
- Publicize Historic Preservation Award

Meeting Agenda

- Review and approve Commission accomplishments

MARCH

Work Items

- Margaret Thompson Essay Contest
- Publicize Historic Preservation Award
- Commissioners submit Form 700 (Statement of Economic Interests) to City Clerk by April 1st

Meeting Agenda

- Review and approve Commission work plan
- Nominate Chair/Vice-Chair

APRIL

Work Items

- Margaret Thompson Essay Contest
- Publicize Historic Preservation Award

Meeting Agenda

- Review nominations and vote on Historic Preservation Award recipient

MAY

Work Items

- Margaret Thompson Essay Contest Cream Social (2nd Tuesday)
- Historic Preservation Award recipient recognized by City Council (2nd Tuesday)
- Annual Joint Meeting and Commissioner Training with City Council

Meeting Agenda

- Meeting usually canceled due to Memorial Day – special meeting scheduled if necessary

JUNE

Work Items

Meeting Agenda

JULY

Work Items

- Annual joint meeting with History Museum Board of Directors

Meeting Agenda

AUGUST

Work Items

Meeting Agenda

SEPTEMBER

Work Items

Meeting Agenda

OCTOBER

Work Items

Meeting Agenda

NOVEMBER

Work Items

Meeting Agenda

- Meeting sometimes canceled due to Thanksgiving – special meeting scheduled if necessary

DECEMBER

Work Items

Meeting Agenda

- Meeting usually canceled due to Christmas – special meeting scheduled if necessary