



## MINUTES

Town of Atherton  
100-Year Centennial Committee

APRIL 26, 2023

COMMITTEE MEETING

1:00 PM

*Administrative Conference Room  
80 Fair Oaks Lane, Atherton, CA 94027*

## REGULAR AGENDA

### ROLL CALL

**Committee Members:** Elizabeth Lewis, Rick DeGolia

**Staff:** George Rodericks, City Manager

**Volunteer Attendees:** Marion Oster, Walter Robinson, Susan Moriconi, Patty Leugers, Joan Sanders, John Maulbetsch, Patty Polito

**PUBLIC COMMENTS – None.**

## REGULAR AGENDA ITEMS

1. Approve Committee Minutes for April 12, 2023 Meeting – Approved, Lewis made motion, DeGolia seconded
2. Review and Discussion of Plans for 100-Year Celebration Event (Main Event on September 24, 2023 from 11 am – 3 pm and Birthday Celebration on September 12, 2023)

## **MAIN EVENT DISCUSSION**

### **History Stations and Tables:**

- Group wanted to start discussion of planning for 100 – year celebration by making assignments for each table.

### **Other event considerations that came up during discussion:**

- Opportunity to identify shifts to have volunteers rotate.
- Cleaning and opening the History Room
- Where to incorporate Police Department (added to Town incorporation)

- Sending out an update to the people who have been nominated or committed to staffing the history tables or otherwise participating in the event (schools or library)
- Update 80<sup>th</sup> celebration timeline
- Using logo for flags and stickers – order 500
- Atherton Civic Interest League Books to be given out with sticker on them (200 stickers)
- Heritage Association sells “Under the Oaks” for \$65

#### **Table Under the Oaks**

- Oak Distribution
- Need to confirm Boy Scouts availability
- Betsy Colby/Tree Committee
- Volunteers suggested Sally Bentz staff this table

#### **Town Incorporation**

- Rick DeGolia
- Police Department

#### **Train/Train Station**

- John M.
- Diana Hawkins Manuelian

#### **Park**

- Frank Merrill
- Walt Robinson

#### **Circus Club**

- Laura Pitchford

#### **Neighborhoods**

- Lindenwood → Patty Leugers
- Lloyd Park – Judy Massey
- Victoria Manor → Janet Mackenzie
- Selby → Zach Whitman

#### **Schools**

- Public
- College
- SHS
- MS
- Chris Abramson

#### **Library**

- Friends

## **BIRTHDAY PARTY DISCUSSION**

### **September 12, 2023 Special Council Meeting – Birthday Party**

- Add to the save the date promo
- Getting this on calendar on website
- Joan and John committed to donating champagne

## **Staff Considerations**

### **Outreach Plan:**

- Distributing the save the date to community – this week in Atherton Online
- Creating a banner at Marsh Road and at Town Hall (start going up in June)
- Complete the series on the save the date flyers featuring Atherton Icons
- Listing the events on the Town's website calendar
- Designing and posting flyers at City Hall and in blue sign
- Sharing content with the group that volunteers can get out through neighborhood groups' listservs

### **Action Items for Staff to Consider:**

- Send out a letter of expectation/invitation/save the date to schools, library, and other partners
- Look into table and tent rentals or inventory equipment that the Town already has
- Food for 300 – 500 (library had 350 at their grand opening)
- Start breaking down budget as volunteers requested funds for table cloths
- Purchasing at least 500 stickers of Centennial logo to place on booklets and to hand out

## **Action Items for Volunteers:**

- Develop flip card questions and answers/trivia activity for Main Event – volunteers to create 10 each
- Patty to reach out to George when MA Jazz Band gets back to her on their availability
- Re-create the 80<sup>th</sup> celebration timeline brought by Rick DeGolia by filling in the gap from 2003 – 2023, paper copy of timeline at Rachael's desk

## **NEXT MEETING DATE CONFIRMATION**

Next Regularly Scheduled Meeting Date – May 10, 2023 @ 1 pm

Joan, John, and Patty will not be attending