



TOWN OF PORTOLA VALLEY
All Commission/Committee Meeting
Monday, October 15th 2018 6:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. Introductions
 - a. Why did you join a committee/commission?
 - b. Why do you continue to serve?
 - c. Why would you consider ending your service?
2. History of committee service
3. Share the council's priorities and budget
4. Legal updates
 - a. Brown Act
 - b. Parliamentary Procedures
5. Committee Activities
 - a. Annual Report to Town Council
 - b. How a Committee Agenda is formed – its life cycle
 - i. Asking questions before meeting
 - c. Event planning – Committee responsibilities and Staff responsibilities
 - d. Managing communications/Marketing
 - e. New member application process
 - f. Expenditures, reimbursements and fundraising
 - g. Budget process
 - h. What can we help you with?
 - i. Improvements
 - ii. Changes
6. Coordination between the Bodies – “Who Does What?”
7. Recruitment
8. Close