**emerge**

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| A black and white logo  Description automatically generated | **Manhattan Beach Hometown Fair General Board Meeting**  Date**: September 10, 2024**  Time**: 6:00pm (FOOD); 6:30 meeting**  Location**: Joslyn Community Center, Sunrise Room**  1601 N Valley Dr, Manhattan Beach, CA 90266 |

**AGENDA for September 10, 2024**

**Time                       Topic - Owner**

6:00- 6:30 Dinner Erin

6:30 -6:35 pm Welcome & Roll Call – Dana

6:35 - 6:40pm Quick introductions

6:40 - 7:15pm Safety Meeting

7:15 - 7:20pm 5 Min Break

7:30 - 7:35pm Approval of 8\_27\_24 Minutes

7:35 - 7:50pm President update / connection – Dana

Budgetary votes:

1. ***LED Truck for Red Zone in Beer Garden on Sunday***
2. ***Increasing Wine Garden donation to the four civic orgs from $3K total to $6K total***

7:50 - 8:50pm Around the Room – All

8:50pm+: Optional HH

**Board Member attendees:**

|  |  |  |
| --- | --- | --- |
| **Wayne Bush** | Vice President & Beer Garden | Y |
| **Kari Carpino** | Merchandise | Y |
| **Tamarie Cuneo** | Arts & Crafts | Y |
| **Kim Edwards** | Info Booth, FS, CC | Y |
| **Mark Finley** | Main Stage | Y |
| **Nikol Fisher** | Marketing & Communications (Publicity) | Y |
| **Erin Freeman** | Wine Garden | Y |
| **Robin Geisen** | Dietz Stage | Y |
| **Bruce Greenspon** | Traffic & Safety | Y |
| **Alex Haglund** | Food 1 | Y |
| **Jeanna Harkenrider** | Treasurer | Y |
| Robert Manriquez | ES & Comms | Y |
| **Joe Marcy** | Volunteer Recruitment | Y |
| **Dana Old** | President | Y |
| **Val Pagett** | Games | Y |
| **Nicky Quinn** | Kid Country | N |
| **Ryan Shaw** | Community Relations | Y |
| **Kimi Thompson** | Food 2 | Y |
| **Karen Tokashiki** | Secretary & City Services | N |
| **Joe Touch** | Community Showcase | Y |
|  |  |  |
| **Joe Franklin\*** | City Council Liaison | Y |

**MB City Special Guests for Safety Meeting:**

Matt Sabosky PD MBHTF Liaison

Keith Kugley PD alternate

Joe Franklin      Mayor and MBHTF Liaison

Harell Catalan Electrician (Ken Tonkovich is supervisor)

Linda M. Robb                  Parks and Recreation Management Analyst

Amanda MacLennan Emergency Preparedness Administrator

Kevin Shin                 FD Marshall and MBHTF Liaison

Contreras & Dulmage Fire Department

Kevin Tiscareno 310-802-5204 FD Division Chief

Michael Hudak Parks and Rec Main Contact

**Other Guests:**

Super Volunteers Steve Carvel, Traffic/Safety Assistant Chair

**Meeting Minutes September 10, 2024**

**Time                       Topic - Owner**

6:30 -6:35 pm Welcome & Roll Call – Dana

* Thanks to Erin for the delicious dinner!

Dana called the meeting to order at 6:30pm. Thanked everyone in attendance.

Emergency Contact Cards distributed.

6:35 - 6:40pm Quick introductions

Went around the room with names and titles.

6:40 - 7:15pm Safety Meeting

* No Dogs unless service animals. If creating disturbance, contact PD.
* Keep lost children in their current location. Parents will look where last seen.
* Differentiate between LOST and FOUND child
* After last call – police will sweep out beer garden.
* No cars allowed on fairgrounds until after 6pm. Provide extra voiceover around driving slowly and watching for pedestrians.
* Community Place – Non Profits, Political Groups. No money, promote cause only. Must have already secured booth. If there is a disturbance, contact PD.
* Barriers will be North and South Gates
* Parking passes will be digital again. Helpful on in-and-out.

Educate Board on role(s) during Emergency Response

* PD is our primary contact, and they will relay info to FD.
* Regular fire dept handling city issues – no staff on fairgrounds
* Amanda
  + CERT will be in Civic Corner
  + Direct to CERT for small injuries, bumps and bruises.
* Emergency exit signs need to be visible, facilitated by securing them above eye level.  (Wayne, Erin, Bruce)

Risk Topics (Dana sent email to Briza today)

* Fair Board - Take pictures of your areas to cover all bases – potential liabilities, risk mitigation
* Keep an eye on kids that may be provoking animals. - Nicky

Police and Fire are all invited to BBQ

7:15 - 7:20pm 5 Min Break

7:30 - 7:35pm Approval of 8\_27\_24 Minutes

Kim made the motion to approve and Tamarie seconded it. All in favor.

7:35 - 7:50pm President update / connection – Dana

Took a temperature check on safety meeting. Board feels good about status.

President Updates:

* 9/24 is final meeting before fair. Try your best to close all loops / conduct internal meetings by this date
* Went through city letter with appropriate contacts. All good.
* Great meeting with Choura and board members. Walked grounds and helpful on all fronts.
* Working on expediting / finalizing tent permit
* Take pictures of your venues! We have had insurance claims in the past, where city assumed damage was from our event.
* Dana followed up with Briza to review all aspects of risk management.
* Take advantage of Village Runner discounted shoes!
* Over communicate and step in and help.
* After the Kettle, please help with van to offload from storage unit.
  + 9/11 – side email / Googledoc. Please populate.
  + Everyone – reco to grab your own smaller items BEFORE fair weekend
* Executive Board 9/17 – any issues that need to be addressed send to Tamarie.
* Free to use Dana’s house for any needs fair weekend. Leave personal belongings, restrooms, etc.
* Dana OOT for 9/24; open to any and all calls/meetings to help get things across the line

**Treasurer’s Report**

* Proof of Insurance Certificates – need by the 15th
* Any checks needed for fair weekend – please make sure Jeanna has check requests
* If you do not have a storage key – let Jeanna know before the next meeting. We made 20+ keys and everyone should have one.

Budgetary votes:

* 1. ***LED Truck for Red Zone in Beer Garden on Sunday***
     1. No longer free / included with A/B contract
     2. Fee: $2K
     3. They would also be a Bronze donor, for knocking off $1K (from $3K to $2K)
     4. Thanks to Wayne for doing this due diligence

Added value for donors to be displayed on back of truck. Suggested a local sports bar could donate toward it – Ryan to pursue if wants to do so. Adds to the experience in the Beer Garden.

Wayne made motion to add budget to beer garden for LED truck, Bruce seconded, All in favor, Motion passes. Ryan to add to Bronze donor. Wayne to notify.

* 1. **Increasing Wine Garden donation to the four civic orgs from $3K total to $6K total**
     1. Currently, each group receives $750 + tips
     2. Reco: increase to $1,500 + tips, each
     3. For context, each beer group receives $3,500 + tips
     4. WG profit approaches 50% of BG profit
     5. Jeanna, Erin and I brainstormed on this topic after Tuesday's wine vol meeting

Clarified how the Wine Garden selected groups.

Erin made motion to increase wine garden donation from $3K to $6k, Wayne seconded, All in favor. Motion passes. Erin will notify groups of increase.

7:50 - 8:50pm Around the Room – All

Wayne – BBQ vendors are locked in. Year end dinner at Tin Roof (Wayne/Ryan/Jeanna to stay close). Beer Volunteer Group Meeting went well, thanked those that participated. Will confirm LED truck.

Joe Franklin – Uptick in homelessness. Download the reach MB app – for homeless outreach/navigator. Parking still an issue – took down permit parking.

Joe Touch – Decorations are ordered. Art submissions are up 50%. Will tune the piano for performances. Need A Frames for performer loading and unloading. Bruce to secure a-frames. Joe to secure actual signage.

Erin – Wine Volunteer meeting went well. Most of their volunteers have signed up.

Bruce – Reviewed parking passes with board. Everyone needs parking passes on Friday to get into fairgrounds. Tamarie requested A&C passes this week if possible. Has the 911 cards to distribute. Bruce to send digital passes to board members. Board members to then socialize with their respective vendors.

Kari – Good to go on merch. Jotforms are live. Working on Safety and Volunteer shirts. Dana’s mom helping weekend-of, asst. chair-ish.

Tamarie – Any vendor emails, please forward to Tamarie. Will work with Robert to go over fencing. Working with Bruce as well.

Alex & Kimi – Vendors are situated. Generating invoices for ice truck. Working on booth numbers. Paperwork in process. One non-alcoholic booth dropped out, but have plan for backfill. Pizza booth has concerns over pizza in beer garden. MBX will send over COI.

Robert – Shared Radio Protocols. Saturday morning radios will be distributed in Joslyn Center parking lot. On Friday, just use cell phones.

Ryan – Still looking for volunteer for weekend booth. Ryan to ping Jill Dunn. Will notify city council note about parade. Secured another Gold Donor. Maybe look at sports bar for RedZone donor.

Nikol – Needs final raffle/donor information. Street signs are going up 2 weeks before the fair.

Working on Beach Reporter ad. Will likely do two more newsletters before the fair. To send Copy Shop process to Val, Robin.

Val – Need insurance for Rugby and Golf. Shared spray paint for games/food. Will engage Copy Shop. Reviewed free game schedule.

Robin – Stage schedule is fully loaded. Trying to find space for additional talent. Will offline with Mark Finley. Definitely post schedule. Engage Copy Shop.

Mark – All talent is locked, with exception of BoB. No submissions yet for Battle of the Bands. Needs help from the board and community.

Kim – Civic Corner and Community Place are full. Working on the info book – please send information/schedules. Expectation management – if can’t get info by her timeline, respond accordingly and align on timing.

Joe – Filling final volunteer slots. Still need Asst Chair for KC

8:50pm+: Optional HH

*Kari made a motion to adjourn 8.41 pm. Joe Touch seconded. All in favor. Meeting adjourned.*

Minutes Approved by:

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Dana Old, President Joe Marcy for Karen Tokashiki, Secretary