|  |  |
| --- | --- |
| A black and white logo  Description automatically generated | **Manhattan Beach Hometown Fair General Board Meeting**  Date**: September 10, 2024**  Time**: 6:30pm dinner; 7:00pm meeting**  Location**: Joslyn Community Center, Sunrise Room**  1601 N Valley Dr, Manhattan Beach, CA 90266 |

**AGENDA for September 24, 2024**

**Time                       Topic - Owner**

6:30- 7:00 Dinner Thank you Bruce! [Food signup](https://www.signupgenius.com/go/8050D48ADAD29A5FA7-48754746-fair/159118150#/)

Pass out board member parking passes - Bruce

7:00 - 7:15 pm Welcome, Rollcall, approval of 9/10/24 minutes - Karen/Jeanna/Wayne   We are ready! Everyone good? Let’s have fun!

Some Updates: Tent permits, Mike Johnson passing and plans to honor

7:15 – 7:25 pm Weekend flow - Jeanna

7:25 – 8:30 pm Around the room. Pertinent items & requests for help. Some items below:

* + Van discussion – Reminder large items only -Erin and team
  + Merch order reminder (due today) – Kari
  + Year-end dinner

8:30 pm           Final notes and off to optional Happy hour (TBD)

**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 | N |
| **Dana Old** | President | N |
| **Val Pagett** | Games | Y |
| **Nicky Quinn** | Kid Country | N |
| **Ryan Shaw** | Community Relations | N |
| **Kimi Thompson** | Food 2 | Y |
| **Karen Tokashiki** | Secretary & City Services | Y |
| **Joe Touch** | Community Showcase | Y |
|  |  |  |
| **Joe Franklin\*** | City Council Liaison | Y |

**Meeting Minutes September 24, 2024**

**Time                       Topic - Owner**

6:30- 7:00 Dinner Thank you Bruce! [Food signup](https://www.signupgenius.com/go/8050D48ADAD29A5FA7-48754746-fair/159118150#/)

7:00 Welcome, Rollcall, approval of 9/10/24 minutes - Karen

* Meeting called to order at 7pm

*Tamarie made motion to approve 9/10/24 minutes, Kim seconded it; all in favor, none opposed => minutes approved.*

Thanks to Bruce for the delicious dinner!

* President Intro – Wayne/Karen
  + Connection exercise - “What are you most proud of, in prep for this year’s fair?”
  + **Mike Johnson: Agreed to have a toast to Mike at the BBQ at 7pm. Jeanna to coordinate with Dana to let family know.** (Note that services are on Saturday).
  + Tent permit - in process, submitted last week by Choura
  + Happy bday to Kimi - 9/27
  + Overcommunicate, err on picking up phone at this point
  + **Action to all to ensure assistant chairs are invited to BBQ (let Wayne know if need invite) and Kettle (you invite).**
  + Dana OOO 9/24, 9/25 but around for conversations any other time.  Will be on grounds late Weds AM onward. Invited everyone to join Dana 7:30 Sunday for 10k preview.

7:15 Fair Infrastructure and Weekend Food plans - Jeanna

* Fair Weekend Infrastructure Rundown Jeanna to update spreadsheet
  + Tuesday: Robert bringing in rolloffs - we coordinated w/ PW and Parks and Rec to ensure no field activities
  + Monday: Large banners will be put up. Karen to deliver to Harrell
  + Tues/Wed: Field marking at 8am (Live Oak T; Dorsey W).
  + Thurs: Mark field numbers
  + Fri: Mark A&C booths



* Fair Weekend Meeting / Food Schedule - Jeanna



* **ACTION to let Jeanna know how many Assistant board members will be attending Friday lunch.**
* Board members identified to help Jeanna pickup breakfast on Sat and Sun.
* *Will also provide $20/day to board members for lunch; see Jeanna for cash on weekend***.**
* Treasurer’s Report

A screenshot of a document

Description automatically generated

* **ACTION: Insurance Certificates & Endorsements still needed (Payments to these vendors will not be made without proof of insurance)** 
  + **Pony Rides & Petting Zoo**
  + **Food – just a few stragglers**
* **ACTION: Please send all check requests for fair weekend payments no later than Friday, 9/27.** 
  + NOTE: All payments must be submitted via Check Request Form, not email
* Storage Unit:
  + - Lots of Extension cords that we have not been using. Plan to bring them to grounds in Uhaul and give any unused to PW.
    - Karen asked if locks and chains for Kid Country are in storage. **ACTION to Nicky - May need to buy some (similar to what we have for beer garden).** We borrowed some from PW last year,
    - PLEASE organize your stuff before you put it back. Shelves are labeled; do NOT put your stuff on wrong shelf
* **ACTION: (If not already done) Let Jeanna know if you need a storage key – she is keeping a log of who has keys**

7:45 Around the room.

* Van discussion – Erin reserved to pick up on Thursday. Team to coordinate using google doc. Reminder: Transport ONLY for large items
* Bruce:
  + Passed out board member parking passes; ACTION: Bring extra copies for your vendors
  + Bus good
  + Waiting for occupancy calc for fire dept,
  + Bike valet will be handled between Rotary and MC biotech clubs
* Val – Booths re-wickered for electrical. Confirmed that 3 tables, chairs and easy ups included in Choura order.
* Kari: Merch to be printed next week
  + **ACTION to order your merch - merch order extended to Monday the 30th.**
* Robert – Waste mgmt. good, rolloffs coming Tuesday at 9 now, instead of Wed.
* Joe – pianos are tuned, decorations in; asked Karen to have gate behind scout house unlocked by Thursday
* Kim – ready for information booth printing; Creating 2 more (Mike Johnson) posters – one each for info booth; the 3rd will be set up at the BBQ and then community showcase
* Mark F. – all good; 4 groups for battle of the bands!
* Robin – Asked about snacks for groups. Will coordinate with Mark F. Confirmed that ice tub included in Choura order.
* Nikol – prepping beach reporter. Will make updates related to changes (ex: bike valet groups).
* Alex/Kimi - Health Dept looks good. Will need to block off bathroom again with signage.
  + Has bill for ice truck; will confirm next week with ice.
* Ryan – new raffle items. Joe F. asked if any luck getting wine auction (yes) and the airline (no?)
* Joe M. - Still pushing for volunteers in Community Showcase, Bike/Stoller Valet and Traffic/Safety.  Mary M says it’s normal and we’ll shuffle some NCL/Amigos volunteers if we need to.  Has list of all assistant chairs.
* Karen –
  + Will pick up venue signage from storage w/ Kim on Monday to deliver to Harell. (Plan to meet at storage at10am).
  + Met with Harell and team to work through electrical; Alex did a great job of updating! Karen sent plan to PW and Harell.
  + Coordinated field marking for Tuesday 8am Live Oak and Wed Dorsey.
  + Will pick up keys on Thursday.
  + Will be at field everyday next week if anyone needs anything.

8:00 pm           Final notes

* Next meeting with public comment and elections (more to come) will be Oct 22nd

We are ready! Let’s have fun!

*Kari made a motion to adjourn 8.10 pm. Joe Touch seconded. All in favor. Meeting adjourned.*

Minutes Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dana Old, President Karen Tokashiki, Secretary