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| Logo  Description automatically generated | **Manhattan Beach Hometown Fair General Board Meeting**  Date**: 6/11/24**  Time**: 6:30 dinner; 7:00 pm Meeting**  Location**: Joslyn Community Center, Sunrise Room**  1601 N Valley Dr, Manhattan Beach, CA 90266 |

**DRAFT AGENDA for June 11, 2024**

**Time                       Topic - Owner**

6:30 - 7:00 pm     Dinner – Robin Geisen  [Food signup](https://www.signupgenius.com/go/8050D48ADAD29A5FA7-48754746-fair/159118150#/)

7:00 - 7:05 pm   Welcome, Rollcall and approval of 4/9/24 minutes – Dana/Karen

7:05 – 7:10 pm    Connection – Dana Old

7:10 – 7:15 pm    City Council liaison remarks – Joe Franklin

7:15 – 7:25 pm     President’s remarks. – Dana Old

7:25 - 7:40pm      Treasurer’s Report and Draft 2024 Budget review; storage – Jeanna Harkenrider

7:40 – 8:00pm  Committee Updates – Dana/all

*Review Googledoc for latest on current committees and recommended members (see below).*

<https://docs.google.com/spreadsheets/d/1_epJDiSljVx1slpaUlM4MPWo4heLXSYvEiYO2dYusWo/edit#gid=0>

*Discuss rank, in order of priority*

8:00 - 8:15pm      Beer/water/soda lotteries – Wayne/Alex/Kimi

8:15 - 8:35pm      Around the Room: pertinent/relevant updates, questions, comments – All

(Examples: final shirt design, donor updates, areas where you need help, etc)

8:35 - 8:45pm      Final Remarks; next meeting July 9th

8:45++                 Optional Happy Hour

**Board Member attendees:**

|  |  |  |
| --- | --- | --- |
| **Wayne Bush** | Vice President & Beer Garden | y |
| **Kari Carpino** | Merchandise | y |
| **Tamarie Cuneo** | Arts & Crafts | n |
| **Kim Edwards** | Info Booth, FS, CC | y |
| **Mark Finley** | Main Stage | n |
| **Nikol Fisher** | Marketing & Communications (Publicity) | y |
| **Erin Freeman** | Wine Garden | n |
| **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 | y |
| **Val Pagett** | Games | n |
| **Nicky Quinn** | Kid Country | y |
| **Ryan Shaw** | Community Relations | y |
| **Kimi Thompson** | Food 2 | y |
| **Karen Tokashiki** | Secretary & City Services | y |
| **Joe Touch** | Community Showcase | y |
|  |  |  |
| **Joe Franklin\*** | City Council Liaison | y |

**MINUTES for June 11, 2024**

Thanks to Robin for ordering the delicious King’s Hawaiian meal!

**Time                       Topic - Owner**

7:00 Welcome, Rollcall and approval of **4/9/24** minutes – Dana/Karen

* *Meeting called to order* ***at 7:03***  *pm*
* Nikol made motion to approve **4/9/24** minutes, Kim seconded it; all in favor, none opposed => minutes approved.

7:05    City Council liaison remarks – Joe Franklin

* Joe provided an update on Ebike enforcement

7:10     President’s Remarks – Dana Old

* Please sign up for food
* Happy Birthday to Erin this month
* Dana and Ryan attended MCHS Award night.
  + We had 5 award winners.
  + The $s per student were comparable, with $1000 amount probably most popular.
  + 10K and MBHTF were two of the few event-based donors.
  + Dana noted our give-back is a positive addition to the support we provide to kids/groups during fair weekend.
* Thanks for responses related to Choura
  + Assuming any “no response” means you are OK with draft.
  + Dana will take the next draft back to Coura.
  + Goal to work a longer-term contract to minimize cost growth (year over year).
  + Request - Consider what may make sese to purchase vs. rent (ex: fire extinguishers, pop-up tents…)
    - Joe M/Nicky working through Volunteer location

7:25      Treasurer’s Report and Draft 2024 Budget review; storage – Jeanna Harkenrider

* Cash Balance (as of 6/10/24):
  + Account Balance
    - Checking $ 141,819.12
    - Savings $ 103,983.03
    - Liquid Certificate $ 51,538.16 Total $ 297,340.31
* Total Booth Application deposits to date: $83,889.
  + Note: Booth Application deposit summary by venue will be presented at next meeting
* Draft 2024 Budget
  + **ACTION ALL: Please review and provide feedback by June 30th**
  + Budget approval will be at next meeting in July
* Link to 2024 Check Request Form: <https://form.jotform.com/240988362129162>
  + ALL reimbursements or vendor payments must be submitted via a check request form

7:40 – 8:00pm  Committee Updates – Dana/all

*Review Googledoc for latest on current committees and recommended members (see below).*

<https://docs.google.com/spreadsheets/d/1_epJDiSljVx1slpaUlM4MPWo4heLXSYvEiYO2dYusWo/edit#gid=0>

Reach out to lead if you want to be part of a specific committee (names below are in google doc).

**ACTION: Please plan to share updates in July meeting**

* Local youth engagement (hold this committee until later).
* Cashless – Jeanna leading. (Erin, Wayne)
  + Jeanna ordered new cashless devices to use throughout year; will also test in beer garden during weekend.
  + Committee to continue to evaluate various payment options.
* Storage - Kim to spearhead this committee. Finalizing members
  + Looking at shelving to optimize space
  + Kari to engage separate email chain to offload 2023 merch
    - Likely use cases: vendors + out of area donation
* Parade - Ryan leading (Tamarie, Nicky, others to assist)
  + Looking for alternative for Woodies
* Bathrooms –Will not need committee at this time. Alex will work with County on requirement and coordinate with Kimi, Karen, Robert as necessary
* Back-end comms - Joe T. (Kim, Nikol, Wayne, Jeanna, Karen, Alex)
  + Joe presented recommendation to eliminate custom software and reduce costs.
    - General agreement on plan by all; however, decision to deprioritize until Q4, post-fair. Also to consider revised, premium look and feel and webmaster needs
  + **ACTION: Nikol to communicate with current webmaster and discuss concerns over existing custom SW and potential options for hourly vs monthly rate**
* Other comm related:
  + Informal (fun) communication:
    - Consensus to use Whats App. for non-official communication (ex: birthday wishes)
    - Alex to set up group “what’s app”.
    - Continue to use email for official board comms.
  + Radios – must elevate fair communication during weekend
    - **ACTION Robert to look into options for fair weekend and come back with recommendation at July meeting. If same vendor, need ways to improve.**

8:15      Beer/water/soda lotteries – Wayne/Alex/Kimi

Winners of the lottery applicants were drawn from a hat by different board members. Beer garden chosen first, followed by non-alcoholic beverages. 1 alternate each was chosen in case org puls out, or needs additional help.

* Beer Garden Lottery Winners:
  + MCHS Softball
  + MCHS band color guard
  + MCHS football
  + MCHS Surf team
  + MCHS Boys indoor volleyball (alternate)
  + Other groups included in beer garden lottery (non-winners):
    - MCHS Boys Lacrosse
    - MCHS Tennis
    - MCHS Girls Lacrosse
    - MCHS Boys and Girls Soccer
    - MCHS Badminton
* Non-alcoholic Beverages: Lottery Winners
  + MCHS golf boosters
  + BSA boys Troop 860
  + MCHS PTA boosters
  + MCHS Badminton
  + MCHS Rugby (Kid Country)
  + MCHS Xcountry (alternate)
  + Other groups included in non-alcoholic lottery drawing (non-winners):
    - Kiwanis
    - Troop #713
    - ~~MCHS Band & Guard (Beer winner)~~
    - MCHS MUN
    - ~~MCHS Football Boosters (Beer winner)~~
    - BSA 860 Girls

8:25      Around the Room - All

* Bruce
  + Booked Bus company as a Bronze donor
  + MCHS Interact club will run bike valet
* Kari – Shared completed shirt design; Merchandise items will be one color this year
* Alex/Kimi:
  + Think about something groups that did not win beverage lotteries might be able to help with, including Kiwanis
  + Have initial meeting with Health Dept – align with new guidelines
  + Keep bathroom topic top of mind. Use Robert as needed.
* Robin: Booked Lighten up inc as a bronze donor; “Taylor nation” is a possibility for late Sunday
  + Gary (AV guy) will be discussing costs with Mark.
  + Robin/Mark to connect on the above.
* Joe T.
  + Moved all of the 12 art boards behind the Scout House Concern continues regarding boards post-fair.
  + Joe to come back with recommendation and costs. Dana concern with storing ‘off-campus
  + Some new talent coming in to community showcase this year
* Dana – Working Choura, tent and special event permits (along with Karen)
* (Dana for) Erin – Uncorked is signed up again as an “In-kind” vendor, musician contracts signed
* **ACTION: Let Joe M. know if you need an assistant**
* (Dana for) Tamarie
  + Please sign up for remaining 3 food spots  [Food signup](https://www.signupgenius.com/go/8050D48ADAD29A5FA7-48754746-fair/159118150#/)
  + 170 OF 192 available booths booked. 15% new vendors
  + Logo designer will have a booth. Kari/Tamarie/Jeanna – make sure payment is correct / squared away.
* Karen – Will discuss city letter draft next meeting
* Ryan –
  + LA kings will be involved; in talks with RAMs about 50/50; locking up Chevron, Kinecta, Jen Caskey groups as donors. If you have knowledge of other potential donors, please let Ryan know. Also may use letter on website (emailed by Ryan previously)
  + Ice-cream truck still available; suggestion was made to bring to BBQ
  + Ryan/Wayne working on in-kind donor for EOY dinner.
* (Dana for) Val – She was looking into raising booth rates.
  + Dana noted that we need to ensure continued, reasonable prices for games (and food). Wayne noted that food booths were told “no price gouging”

8:45pm      Next meeting July 9th

*Joe T. made a motion to adjourn at 8:47pm. Robert. seconded. All in favor. Meeting adjourned.*

Minutes Approved by:

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Dana Old, President Karen Tokashiki, Secretary