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| Logo  Description automatically generated | **Manhattan Beach Hometown Fair General Board Meeting**  Date**: 7/9/24**  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 July 9, 2024**

**Time                       Topic - Owner**

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

7:00 - 7:05 pm   Welcome, Rollcall and approval of 6/11/24 minutes – Wayne/Karen

7:05 – 7:15 pm    City Council liaison remarks – Joe Franklin

7:15 – 7:30 pm     President’s remarks. – Wayne for Dana

7:30 - 7:45 pm      Treasurer’s Report and 2024 Budget approval (VOTE) – Jeanna

7:45 – 8:05 pm  Committee progress: Parade, Cashless, Storage – (Ryan, Jeanna, Kim) +++

8:05 – 8:15 pm Radio Improvements Update - Robert

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

8:15 – 8:45 pm Around the room – No need to share if nothing pressing: All (as required)

8:45 - 9:00 pm Final notes and off to optional Happy hour

**Board Member attendees:**

|  |  |  |
| --- | --- | --- |
| **Wayne Bush** | Vice President & Beer Garden | y |
| **Kari Carpino** | Merchandise | n |
| **Tamarie Cuneo** | Arts & Crafts | n |
| **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 | n |
| **Val Pagett** | Games | y |
| **Nicky Quinn** | Kid Country | n |
| **Ryan Shaw** | Community Relations | y |
| **Kimi Thompson** | Food 2 | y |
| **Karen Tokashiki** | Secretary & City Services | y |
| **Joe Touch** | Community Showcase | n |
|  |  |  |
| **Joe Franklin\*** | City Council Liaison | n |

**MINUTES for July 9, 2024**

**Time                       Topic - Owner**

7:00 Welcome, Rollcall and approval 6/11/24 minutes – Wayne/Karen

* *Meeting called to order* ***at 7:01***  *pm*
* Robert made motion to approve 6/11/ 24 minutes, Kim seconded it; all in favor, none opposed => minutes approved.

7:05      President’s remarks. – Wayne for Dana

* Thanks to Val for the delicious “home cooked” dinner from her catering friend.
* Thanks to Kim and the storage helpers for working to offload the shirt / s-shirt merch!
* Thanks to Kari for supporting the Wine Auction load-in, and to Jeanna for helping Tammy.
* Board meeting reminder: 6:30 - 7 for dinner, and 7 - 9 for meetings.  We all should work to be as efficient, yet thorough as possible. Note that you are not REQUIRED to say anything round the room.
* Dana's areas of focus in July
  + Choura progress
  + Continue to shepherd tent / event permits along
  + Support board members

7:15     Treasurer’s Report and 2024 Budget approval (VOTE) – Jeanna Harkenrider

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Budget includes new storage shelves.

Some small modifications were made during the discussion, prior to the VOTE.

*VOTE: Kim made motion to approve the 2024 budget with the minor changes discussed at meeting. Erin seconded. All in favor, approved unanimously.*

*Jeanna will email the final budget with modifications to board.*

7:25 Committee progress: Parade, Cashless, Storage – (Ryan, Jeanna, Kim)

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

* Parade: Ryan stopped by auto museum looking for ideas; Open to ideas. Cars, other groups – dancers, bagpipes…
* Cashless: Jeanna purchased Zettle machines for beer garden. Planning 3 cashboxes with 2 lines for credit cards to keep lines to a minimum. Wine garden will have credit card machines. Jeanna will provide lessons on how to use.
* Storage: Kim
  + Kim received an estimate for shelving, which is in approved budget.
  + She will take final set of hoodies to the Doors of Hope Shelter (Beacon Light Mission) tomorrow: 208 hoodies total, and will provide receipts for the donated items. The shelter was so grateful for our donation. They have separate women's and men's shelters in Wilmington. The donated items will be shared with both.
  + Remaining merch: 58 totes, 144 mugs, 96 hats (thanks to Kari for inventory).
  + Kim needs help with picking up broken down boxes and take to recycling – Kimmi, Val and Bruce will help.
  + Kim will get group together to plan for the shelf reinstall; consider having lunch after.

7:35 Radio Improvements Update – Robert

* + - Could put in portable repeater ($300) but would be overkill, so not recommended. Board agreed.
    - 2024 will have digital (upgraded) radios, increased number of radios in case any radios fail and will have more of the mic ear/speaker option for board members.
    - Discussed process for board members to get help during fair.
    - Robert will bring in the various earpiece/mic options next meeting for members to try out.

7:45 Around the room

* Ryan – Keep him informed with any corporate donor ideas and contacts: Ex: Terranea (Val may have contact). If you contact a potential donor, let him know. Continue to think of “in kind” donations with your vendors, as well.
* Jeanna: Passed out scholarship winner letters (see bottom of letter for photos).
* Karen - City letter updates **due by August 6th** in preparation for meeting with the City Department leads. The first page has information to help with your review. We will have additional time to finalize electrical requirements. Alex will be working with Kimi and Val to update the booth location and electrical maps that will be provided to Public works for them to create their CAD drawing.
* Val: Looking for local businesses to provide coupons/prizes for free games.
* Kari (email): Logo is complete and starting to get samples; will have for next meeting.
* Erin: Found an assistant chair. Had a question regarding indemnification in application for wine garden. Board made suggestion to modify documents to make more applicable to groups supporting wine garden.
* Alex:
  + Alex will walk through maps w/ Kimi; need to ensure we don’t overload electrical boxes (lesson learned from last year).
  + Health dept. contact has been out of office, but he will continue to ping. Wayne suggested also trying to reach out to our previous contacts.
  + Plan to copy last year’s application; will also submit on Erin’s behalf.
* Nikol:
  + Reached out to webmaster. He was not aware of the extra charge that we were receiving. He has moved onto the new modern platform and upgraded so we will no longer get charged the higher fee. Thanks to Joe Touch for recognizing we were getting charged.
  + Nikol reached out to Tierra Net and was able to get a refund for 2 months of the extra charge. Nikol also worked out an agreement with our webmaster to lower costs per month.
  + Will still revisit website revamp and support model after fair.
* Joe - Signed agreement with National Charity league for volunteers. Let Joe M. know if you need an assistant.
* Kimi – Volleyball declined the Kid country beverage booth; Cross country will pick up. Only missing 4 of the regular food booths. Wayne suggested working ice truck now.
* Robert – Will do walkthrough w/ waste mgmt. and grounds crew. Jeanna will double check billing related to waste mgmt. and city.
* Kim – applications coming in.
* Tamarie (via email): A&C is over capacity; application closes 7.15.  Thank you to all who signed up for dinners. Still looking for someone to take dinner the last meeting after fair - Val volunteered.
* Nikki (email) – has booked new pony rides and petting zoo – same company used in south Redondo Riviera fair.

8:00 Final notes and off to optional Happy hour

* Great job to all for the efficient meeting.
* Next meeting August 13th

*Robert. made a motion to adjourn at 8:05 pm. Kim seconded. All in favor. Meeting adjourned.*

Minutes Approved by:

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Dana Old, President Karen Tokashiki, Secretary

A letter to a person

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