

Congratulations on your role as Secretary - 2025

**Responsibilities:**

**From Bylaws:**

SECRETARY – The Secretary shall:

1. Record all proceedings of the meetings of the Association
2. Generate and distribute meeting notes, agendas, and minutes
3. Maintain the Manhattan Beach Hometown Fair logo
4. Publish and distribute the annual Master Calendar
5. Maintain the internal contact lists.
6. Maintain an attendance record of the Association, including terms of office.

**Other responsibilities**

1. Purchase badges for new members (and those that lost them)
2. Set up meetings on google calendar
3. Create emergency contact list for weekend – consider adding additional PW contacts and removing communication protocol
4. Maintain the DEI forms from all members. Only new members need to sign yearly
5. Maintain current copy of bylaws – this should be sent to Joe T to add to website
6. Create the certificates of appreciation for board members leaving with less than 3 years. (Over 3 years will receive a glass commendation.
7. Maintain board member yearly positions document
8. Communicate w/ ATM provider and support during weekend (parking pass..)

**TASKS**

**Throughout the year:**

1. **Board Meetings:**

* Update meeting Master schedules (if needed) and setup on google calendar
* NLT one week prior to Board meeting, draft agenda, send to executive board for approval by President, then send to the entire board. Agenda must be provided to the board at least 3 days prior to meeting (except for case of special meeting, which we have not had – see bylaws). Ask for Board members to notify the executive board if they cannot attend, and include any remindes from President/eboard in email.
  + Use templates and consider topics from master schedule.
  + Screenshot or copy treasure’s report ahead of time.
  + Include who will be ordering food
* Take minutes at all Board meetings and have the executive board review prior to sending to entire board. The President will need to sign hard copies of approved minutes. We haven’t been doing this but to consider. Email board minutes plus any important meeting details at least 3 days following meeting. Include Eboard meeting minutes as well.
* At least 1 week prior to Eboard meeting, draft agenda and send to Eboard for topics and review.
* Take minutes at all executive meetings, have the executive board review and send to the entire board. These are general discussion minutes, not too detailed. Typical discussions include agenda for board meetings and any voting planned

1. **Other:**

* Update contact lists, calendars….
* Maintain bylaw updates
* Maintain DEI forms

**January/February**

* Read bylaws
* Create email group lists for board and for Eboard
* Create an electronic folder/organization
* Update Executive and board meeting master Schedules – work with Eoard on draft. Try to avoid city council meeting dates (check w city calendar), holidays and graduations.
* Update Internal/External Contact List – connect with council liaison and City Services to update City contacts
* Consider purchasing paper name tags vs. name Tents for Board Meetings -only needed in early months for new board members and at City Services meeting in September.

**March/April**

* New board member interviews meeting minutes – CAUTION: Don’t send specific about new board member interview. Just need generic statements such as Interviewed x candidates for y positions.
* Obtain DEI forms from new members
* Order name badges for new members
* Update fair positions list

**July/August**

* Coordinate with Guy the ATM guy

**Late August/Early September:**

* Create Emergency contact cards for fair weekend
* Work with Traffic and Safety to create agenda for City Services meeting. Ensure name tags or table tents for guests.
* Send parking passes to ATM guy

**Fair Weekend:**

* Typically, most of the responsibilities are completed before the actual fair. Secretary has assisted with the parade, merchandise booth, beer garden, kid country etc. [Note – if also City Services, most weekend is coordination w/ P&R and PW]

**After fair - October/November**

* Update fair positions list with any transitioning members and provide to Treasurer
* Create any certificates of appreciation (those less than 3 years) and council liaison? – **SEE former secretary for templates**

**FILES AND TEMPLATES**

**MASTER SCHEDULES – see attachments**

**MEETING TEMPLATES – see website or former secretary**

**CERTIFICATES OF APPRECIATION – see former secretary**

**DEI FORMS – NOTE that filled out ones for current members should be maintained on website. See Joe Touch. Request from secretary if copies are not there. See attachment for blank form**

**FILE ORGANIZATION RECOMMENDATION**

Should ensure important files are kept on website – ex: Joe T. has been making copies of minutes

**MBHTF FOLDER** - NOTE that some folders are for City Services

A screenshot of a computer

Description automatically generated

**2024 FOLDERS**

A screenshot of a computer

Description automatically generated

**Magnetic Name Badges**

[**Name Badges and Tags from NameBadge.com - DESIGN NOW**](https://www.namebadge.com/?gad_source=1&gclid=Cj0KCQjw4Oe4BhCcARIsADQ0cskTMlX8QS8Md2eFVd4yKbJNLViyY2FaJHNYpoblPChz7lZ8MAfaFM8aAry2EALw_wcB) **– your will need to add an account, and reach out to the chat box to add our template to your account. The template is under my account ktokashiki@icloud.com**

A screenshot of a computer

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**EMERGENCY CONTACT CARD - see attachment**

* Create Emergency Contact Card and Print about 15 (board members will take screen shot; hard copies mainly for
* Send PDF to copy shop

The Copy Shop

310-374-3666

megan@copyshopmb.com

1811 Manhattan Beach Blvd.

Manhattan Beach, CA 90266

[www.CopyShopMB.com](http://www.copyshopmb.com/)

**ATM PLAN**

**From: Karen Tokashiki <**[**ktmbhtf@gmail.com**](mailto:ktmbhtf@gmail.com)**>   
Sent: Monday, September 30, 2024 6:22 PM  
To: 'andre@atmguy.net' <**[**andre@atmguy.net**](mailto:andre@atmguy.net)**>; 'guy@atmguy.net' <**[**guy@atmguy.net**](mailto:guy@atmguy.net)**>  
Cc: 'Jeanna - Gmail' <**[**jeannaharkenrider@gmail.com**](mailto:jeannaharkenrider@gmail.com)**>; 'Bruce Greenspon' <**[**brucegreenspon@gmail.com**](mailto:brucegreenspon@gmail.com)**>  
Subject: MBHTF 2024 Vehicle Passes for ATM Guy**

**Hi Andre – Here are your vehicle passes for 2024.**

**Not sure you need all, but I’ve enclosed the following (same as last year):**

* **Behind Main stage**
* **Field**
* **Joslyn parking lot**

**Also enclosed the 2024 map.  Entry is at the north end, same as last year.  Drive only north to south on Valley.**

**Be sure to print and put on your dashboard.**

**Let me know if you have any questions or issues.  I’ll be on the street/fields on Friday.**

**Thanks**

**Karen Tokashiki**

**(310) 488-8679**

* ATM FORM THAT GUY will send you to fillout is below.

