

Manhattan Beach Centennial Committee

March 12, 2012 – 5:00 p.m. City Hall Council Chambers

Minutes

Attendees: Committee Members Jan Dennis, Irene Cotter, Jeanna Harkenrider, Grace Leung, Joe Franklin, Trish Pietrzak, and Oliver Schulster; Director of Parks and Recreation Richard Gill, Recreation Services Manager Idris Al-Oboudi, City Clerk Liza Tamura, and Recording Secretary Mary Kirchwehm

Audience Participation

Penny Wirsing from the Soroptimist International of Manhattan Beach (SIMB) inquired about the Committee's interest and possible involvement with their spring tea event proposal. The focus of their event is a competition to select a winning dessert that would be presented at a future Centennial event.

Irene Cotter reported her concern that the Committee has not had enough discussion to be able to make a decision and suggested contacting Ms. Wirsing at the end of the week. Jeanna Harkenrider reported that the Centennial Committee does not financially support approved events. Jan Dennis suggested the possibility of this event partnering with a restaurant so the dessert could be recognized and served throughout the year instead of limiting it to one event.

Action Item: Irene Cotter will contact Penny Wirsing with the Committee's final decision.

James Gill reported an update on the sales of the Centennial coins. He stated that sales are increasing and he is closer to breaking even. Mr. Gill welcomes any help with linking his website to the Centennial website. Mr. Gill also wanted to inform the Committee that the Fire Department is interested in purchasing a lapel pin to put on their badges. Richard Gill apprised the Committee that the lapel pin the Fire Department is purchasing is not the official logo. Liza Tamura reported that the City plans to purchase lapel pins using the official Centennial logo.

Action Item: Jeanna Harkenrider will create a merchandise page on the website attaching links to purchase other approved Centennial merchandise.

Liza Tamura reported that Jan Dennis left a silver coin from the 75th Anniversary and that the City purchased the numbered 100 silver coin for the Centennial which is in the City vault.

Meeting Topics

Review Meeting Notes: The Committee reviewed and adopted the February 27, 2012 Centennial Meeting notes as written and the March 2, 2012 as amended to reflect the correct date of the meeting.

Committee Reports:

Events Update:

Budget Report:

Grace Leung reported that there is no additional income to report since February 27, 2012. The total income to date remains at \$110,484.90. The expenses incurred from the period February 28, 2012 through March 12, 2012 is \$2,550.94. The total expenses to date are \$42,800.92. The total net income year to date is \$68,183.98.

Purchasing Policy:

The Centennial Committee approved the Purchasing Policy to reflect the additional check signatories as Jeanna Harkenrider and Jan Dennis; and the Purchasing Policy Committee consisting of Trish Pietrzak, Irene Cotter and Larry Lemoine.

MOTION: Trish Pietrzak made a motion to approve the Purchasing Policy as amended to reflect the additional check signatories as Jeanna Harkenrider and Jan Dennis; the Purchasing Policy Committee consisting of Trish Pietrzak, Irene Cotter and Larry Lemoine; and to omit the language that check requests must be submitted seven days in advance. The motion was seconded by Irene Cotter.

Ayes: Jan Dennis, Irene Cotter, Jeanna Harkenrider, Grace Leung, Joe Franklin, Trish Pietrzak, and Oliver Schulster.

Noes: None.

Abstain: None.

Absent: Mayor Nicholas Tell, Councilmember Richard Montgomery, Committee Members Annie Walker, Larry Lemoine and Zack Gill.

School Art Contest

Irene Cotter reported that the art from the winners of the School Art Contest (students grades K-12) will be displayed on Sunday, March 18th from 2:00 – 4:00 p.m. at the Neptunian Women’s Club. March 20th is the Neptunian’s official tea reception where students, family and guests will view the art from 11:00 a.m. to 1:00 p.m. The artwork will then be displayed at the Taste event. It will be the responsibility of the committee to transport the 68 pieces to and from the Taste event. The artwork will border the walkway from the entrance into the entire venue.

Taste of Manhattan

Idris Al-Oboudi reported that the alcohol and health permits have been approved. He also reported that 204 tickets to the event have been sold with 199 of those tickets purchased by Manhattan Beach residents. More advertising and email blasts will be distributed on Wednesday. Idris informed the Committee that there have been several meetings regarding

volunteers, the traffic plan, and the layout. City staff is also trying to find ways to lower costs. A notice will be sent out to the community informing them of the event and street closures.

Joe Franklin inquired if tickets can be purchased on site the day of the event. Jeanna Harkenrider and Oliver Schulster reported that tickets need to be purchased in advance and no tickets will be sold at the event site.

Parade

Jan Dennis reported that there are over 2,000 people who have committed to the parade and 79 units. She met twice with Police, Fire and Parks and Recreation. Mike Dodd will be the grand marshal and Jean McMillan will be the grand dame. Jan also reported that a trolley has been donated to help with transportation after the parade. The deadline for parade entries is March 15th.

Action Item: Jeanna Harkenrider will remove the parade application information from the website effective Thursday at midnight.

Historic Picnic

Idris Al-Oboudi presented a draft handout for proposed events for the picnic. Idris reported that the Surf City All Stars band (who toured with the Beach Boys) is available. Old fashioned community games will be played and provided by the Parks and Recreation staff. Idris provided some possible ideas for the cake and presented photos of three tiered cakes as well as a large sheet cake. Idris also proposed three gourmet food trucks at the picnic where food can be purchased. Trish Pietrzak stated her concern with the number of food trucks and the possibility of running out of food. Trish suggested that if people are walking along the parade route, they may not be carrying their food and might want to purchase food from the trucks. She suggested increasing the number of food trucks. Jeanna Harkenrider also suggested adding more trucks due to possibility of long lines.

Joe Franklin inquired about parking. Jan Dennis reported that TRW has given permission to use the parking lot on Aviation Boulevard, and the parade committee will make arrangements with shuttle buses.

Staff Reports:

California Map Art Company

Liza Tamura introduced Amanda Hunter with the California Map Art Company (CMAC). Ms. Hunter met with Nick Tell who likes and supports this idea and asked Ms. Hunter to propose the Manhattan Beach Town Map to the Centennial Committee. Ms. Hunter presented examples of other historical art maps from various towns such as the City of El Segundo. Ms. Hunter indicated that there are several Manhattan Beach businesses interested in becoming participants in this project. To put a building on the map would cost \$395 to the participant. She also reported that CMAC will commission a local artist to render the Manhattan Beach town map which she expects to the artist will complete in a 9 to 12 week timeframe. Ms. Hunter presented a list of public buildings and spaces that CMAC would like

to add to the map. She asked the Centennial Committee for financial support in the amount of \$5,135 to help cover the rendering, printing and framing costs of the public buildings and spaces on the map. Ms. Hunter reported that each participant would receive 20 prints plus 1 framed map that could be sold in order to help recover costs. Jeanna Harkenrider noted that realistically the maps would not be available to sell until August.

The Committee agreed to bring this topic back after further discussion.

Wrap-Up and Calendar Review:

- Monday, March 26, 2012, 5:00 p.m., Centennial Committee Meeting in the Police/Fire Conference Room.
- Monday, April 9, 2012, 5:00 p.m., Centennial Committee Meeting in the Police/Fire Conference Room.
- Monday, April 23, 2012, 5:00 p.m., Centennial Committee Meeting in the Police/Fire Conference Room.

Adjournment: The meeting was adjourned at 6:36 p.m. to the next Centennial meeting on March 26, 2012 at 5:00 p.m. in the Police/Fire Conference Room.

**MB Centennial Foundation
Income & Expenses
YTD 3/12/12**

Prepared by: Grace S. Leung

Income

2/27/2012 **Beginning Balance ~ from Last Report on 2/27/12** \$ 110,484.90 (Attached)

Income Generated ~ Period 2/28/12 - 3/12/12

Date	Event / Description	Amount
	None to report	-

Total Income Generated ~ Period 2/28/12 - 3/12/12	\$ -
Total Income YTD 3/12/12	\$ 110,484.90

Expenses

2/27/2012 **Beginning Balance ~ from Last Report on 2/27/12** \$ 40,249.98 (Attached)

Expenses Incurred ~ Period 2/28/12 - 3/12/12

Date	Vendor	Expense Description	Amount
3/5/2012	Office Depot	Phones for Office	564.65
3/5/2012	Office Depot	Supplies	146.21
3/5/2012	Wells Fargo	Pro-Rated Feb. & Full March Lease of Credit Card Machine (Monthly is \$51 - \$36 lease + \$15 wireless service)	75.69
3/9/2012	Store Supply Warehouse	30 Grids and hooks ~ units that will be used to display art work from School	1,558.59
3/9/2012	Office Depot	Art Contest Supplies	205.80

Total Expenses Incurred ~ Period 2/28/12 - 3/12/12	\$ 2,550.94
Total Expenses YTD 3/12/12	\$ 42,800.92

Net Income YTD 3/12/12	\$ 67,683.98	**
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Petty Cash - Locked Boxes in City Hall \$ 500.00

Total Net Income YTD 3/12/12	\$ 68,183.98	**
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****Out of this amount ~
Monies currently in our PayPal account ~ total \$45.65**