

Memorial Hall Board Meeting
April 30, 2012

Members Attending: Jeanne MacDougall, Alan Greenspan, Kathy Arnold, Carlotta Gladding, Gale Stachelek, Dale Doucette, Doris Horton, Scott Murphy

Guests: Dana Baylor, Carolyn Palmer, Ellie Rodin, Kathryn Longbotham

Meeting was called to order at 3:05

Hall Rentals

Programs are being booked throughout the summer to keep the Hall active. Additional suggestions included a knitting circle which would get all generations together along with gardening and book discussion groups. Perhaps there could be a series of events that could be bundled together.

Hall Rental Guidelines

Revising the present rental agreement will be top priority for the Board. Carlotta passed out copies of the Bellows Falls Opera House rental packets to peruse for ideas that we should include in the Memorial Hall rental packet. Dale will provide the inventory of our equipment.

Town Manager's Report

Scott responded to the Board's concerns about Sunday rentals. He stated that if a local group wanted to book the Hall on a Sunday, they would have priority over the current renters.

The concern was brought up about permanence because the elaborate setup which covered all the windows and doors and the dividers and the electric feeds blocking the emergency doors were still set up. In response to a citizen's letter. Scott said that the the current tenant must remove their equipment after each use" and they "will not be allowed to store their equipment in the Hall." The Board pointed out that damage has been done to some of the walls, cup hooks have been used to hang a vinyl banner in order to cover the photos on the back wall. Scott advised them not to remove the cup hooks because of the holes that would remain. Alan told Scott some of the terms of the deed restrictions regarding not covering the photos as this is a "war memorial hall." The back room which has been used for child care is still covered with a potentially flammable covering through use of pushpins in the molding. The refrigerator had also been covered. It is not stabilized and could be dangerous. Scott will address this. It is the Board's intent to use that back room for a concession room and also a temporary costume storage and thereby the door should be locked for security purposes.

Alan asked whether Scott could keep the Board apprised of rental contracts before he signs them, Scott said "I have no problem with that." He passed out a copy of the

Business Plan from 2008 with sections "a, d and o" highlighted. We still need clarification on the Board's "charge" as stated in another document.

Finances

YTD we have \$3700 and we budgeted for \$6500 which is a result of the loss of MHCA income. As of July 1, 2012 we will have \$5300 budgeted. If we can generate surplus income above \$5300, we can use that money as a revolving capital fund to use for seed money to promote other events. Scott will respond to individual requests for seed money.

Scott left the meeting.

The Board regrets that due to time constraints that Scott was not able to address all of the issues we had written in our letter to him dated April 18. We also reiterated our desire to see a copy of the Sunday rental agreement. Jeanne will meet with Scott at his convenience.

Other Business:

During the Memorial Day weekend celebration, risers will be needed but since we lost them in the flood, where will we get some?

There being no further business, Gale made a motion to adjourn at 5pm with Alan seconding. Motion carried.

Respectfully Submitted,
Carlotta Gladding

The next meeting will be 3pm Monday, May 7 at Memorial Hall.

Agenda items:

Revise rental guidelines