

Minutes Memorial Hall Board Meeting
August 12, 2013

Present: Carlotta Gladding (by phone), Alan Greenspan, Doris Horton, Robin Howe, Jeanne McDougall,

Absent: Fran Alfieri

Jeanne called the meeting to order at 3:05

Minutes: Robin made a motion to approve the minutes from July 13; Doris seconded; motion carried.

Marquee: Robin and her husband will finish painting the marquee. Using bright poster board inside will bring better attention to posters.

Upcoming Events: Jeanne will remind Mary to let the Board know when a new rental agreement for an event similar to one that is already scheduled in order to avoid duplication of similar types of events on the same weekend. It's challenging to coordinate calendars, but it's important to start advertising an event early. Use of the hall by all should be encouraged. Alan will be in charge of publicity and has authorization to place newspaper ads for MH Board sponsored events.

RFP's: Scott will let us know when the decision is made who will be awarded the MH renovation contract. The recurring lighting needs (3 way switch at bottom/top of stage stairs, the outside flood lights, the ticket office light and flagpole/marquee), the ramp, moving paper towel holder, heating and AC will be added to the RFP.

Paper Goods: The town will purchase the paper goods and Alice and Robin will refill dispensers before events.

There being no further business, Alice made a meeting to adjourn: Alan seconded. Motion carried.

Next meeting is **August 26th.**

Respectfully Submitted,

Carlotta Gladding