

DRAFT

Memorial Hall Board Meeting
July 20, 2012

Members Attending: Jeanne MacDougall, Alan Greenspan, Carlotta Gladding, Doris Horton

Not Attending: Scott Murphy

Jeanne called the meeting to order at 4pm. We needed to wait for a quorum.

Jeanne will recall discussions from the June 25 and July 9th meetings and submit the minutes. If Carlotta, who is secretary to MH Board, is not present at meetings, someone else needs to take the minutes.

Sound and Lighting Needs: When Dale is not able to attend events which have lighting needs, it's important to have a backup and to make sure the lessee's equipment needs are met. Carlotta suggested that MHB develop a cooperative effort with high school students who could be trained by both Dale and Bobby Edwards to operate the lights and sound equipment. The kids would use the experience as part of community service requirements which would also add to their college applications. Briann Knox, a TVHS student, came to the hall to help with lighting needs for Mabel's Story but her assistance wasn't needed but she would be interested in helping in the future. Carlotta offered to call Bobby Edwards to see if he could help with the sound equipment needs for Mabel's Story on Saturday night. One of the musicians from Dulcimer Days stopped by and wanted to make sure that there would be sound equipment for the group to use for their event in August since heretofore, they had used the Center for the Arts equipment in the hall for their annual event. Jeanne assured him that we would accommodate his request.

Preparations for Bookings: Doris mentioned that there needs to be better communication between the board and organizations who use the hall. It is important to know who is providing refreshments for each occasion, the lessees or the board so that there can be an adequate number of people to assist with set up and cleanup. Developing a "friends" list of volunteers would help so that the same people aren't always tapped. It is important for the board to read and respond to emails.

Publicity: The board agreed that providing free or very low cost events are an effective method to generate both donations and also attendance. Carlotta will develop a list of publications, local outlets, social media sites and radio stations for event publicity. The Memorial Hall website and a Facebook page needs to be up and running. Carlotta will contact Colby Dix to see the status of uploading photos and content. The Center for the Arts is now using the name MCHA and has updated their website accordingly although a Google search for Memorial Hall still steers you to the MHCA and not Memorial Hall through the town's website.

Board Expansion Jeanne will invite potential members to the next meeting and follow up with those who have shown interest in joining the committee. It would be helpful to have another man on the board.

Other Business:

Refrigerator: Carlotta will look into removing the fridge as it is much too large and overpowers the concession room. Doris will look into obtaining a smaller more energy efficient one.

Financials:

Carlotta suggested that Christine provide us with a monthly MH financial statement. Jeanne will pursue. We should be hearing from the Preservation Trust around August 1 regarding the grant we applied for. Perhaps in the future, fundraising efforts could be directed to assist with the matching part of the grant application if we successfully receive a grant.

Carlotta made a motion to adjourn at 5pm and Alan seconded. Motion carried.

The next meeting will be August 13.

Possible Agenda Items:

- Financials
- Board Expansion
- Website
- Wish List
- Friends List
- Quilt Show update
- Future Bookings