

Historic Memorial Hall Board Minutes
October 1, 2012
DRAFT

Board Members Attending: Carlotta Gladding, Doris Horton, Alan Greenspan, Alice Greenspan, Jeanne MacDougall, Scott Murphy

Guest: Dale Doucette

Jeanne called the meeting to order at 3:10. Minutes from September 24, meeting were **amended** to read: Alan made a motion to request authorization from the Town Manager for Dale to spend up to \$1700 to buy a dimmer.

Scott joined some committee members on a walkthrough of the Hall who pointed out repairs that still needed to be addressed, especially those that were safety/liability hazards. Carlotta will email the to do list to Scott and the committee. Doris and Alice requested that Scott email the committee when the electrician can meet us at the hall to point out our concerns and needs.

Financial Report

Scott reminded the committee that all purchases need to be approved by him. We have spent \$9,137 through September. Heat has exceeded budgeted amount. We can draw from the capital fund for necessary improvements to the hall which will enhance the value of the building.

HVAC Estimates - Scott still to obtain

Business Plan - Postponed to future meeting

ADA Improvements - Bob Stevens working on designs.

RFP's - On Hold

Feedback on wkend events and upcoming events

The Magic Feet performance was well attended and lively but lacked organization. It is important to find out if there will be an intermission in order to arrange for concessions. The performers need to turn on house lights during intermission. Alan gave kudos to Dale and Bobby Edwards for their unwavering support with lighting and audio needs for performances we sponsor. In the future, anyone who books the hall has to bring his own technical equipment. Any use of MH equipment should be added to the rental agreement which will be part of the venue packet once it is completed. Alan has done an outstanding job in booking interesting, different performances. Carlotta will contact all the schools via emailing/faxing the poster of the upcoming Circus Minimus on Sat. Oct. 6. Dale suggested that we write reviews of the shows in the paper. He also said that publicity is essential so people know the hall is in need of some necessary improvements especially finishing the basement. We are building a friends' list from attendees sign ups.

Quilt Show Doris, Sue Wurtzberger and I are meeting weekly but not making much progress as to how we're going to display the quilts as we haven't yet found a source for

getting quilt racks. Time is of the essence. I created both quilter and vendor applications so we will know who is participating. Posters have been distributed throughout the valley and Brattleboro and Bennington. Next quilt show mtg. is at 3pm on Thursday at Norton House.

Social Media Update: Carlotta created an Historic Memorial Hall Facebook page. <http://www.facebook.com/HistoricMemorialHall> posting photos, events and the history of the hall taken from the brochure. She suggested not spending money on creating a webpage as we can use more space on our link on the town's webpage.

Board Expansion

Jeanne will contact an individual who had been previously recommended to join the board.

There being no further business, Jeanne made a motion to adjourn at 5pm; Alice seconded. Motion carried.

Next meeting: Tuesday, October 9 at 3pm. at the town offices.

Respectfully Submitted,

Carlotta Gladding
Secretary