

Memorial Hall (MH) Board Meeting Minutes

September 23, 2013

Present: Jeanne McDougall, Alan Greenspan, Alice Greenspan, Doris Horton and Robin Howe and Carlotta Gladding. Scott Murphy and guest Barbara Lipstadt joined the meeting.

Jeanne called the meeting to order at 3:08

Approval of Sept 9th minutes

A motion was made to approve the September 9th minutes. The motion was seconded and carried.

Status of Window Treatments

Per Alice: The window treatments are to be installed on Wednesday in time for the ITVFest.

Status of Construction

Per Scott:

- Construction work was started today with the removal of the oil tank in the basement.
- We are looking for anyone who may be in need of an oil tank. Sue Spangler (Fuel Fund) will be notified that the tank is available.
- The heating and ACC equipment has been ordered.
- Contractor vetting is in process for the insulation of basement doors, completion of the support structure, building the ramp and completing duct work.
- Scott noted that the target date for the installation of heat is October 24th.

Future Events (Long Range Planning)

- A holiday concert provided by Barbara Lipstadt is scheduled for December 15th at 3:00 - Barbara will confirm the availability of the Deerfield Elementary School - Barbara will prepare a press release for news publications - Rehearsals will begin on November 1st - There will be no admission charge
- Alan will cancel the Circus event because in case the heat is not available by October 26th - It will be rescheduled for late spring
- A stand-up comedy review is scheduled for November 22

Grants

The Rotary International grant application is due to the Rotary on October 11th. A motion was made after discussion to grant funds be used to repair and or replace the exterior lights on the back and west side of the hall. This would address safety issues - The motion was seconded and carried. Alice will obtain a formal cost estimate from Swan Electric. The MH budget will be obtained from Christine Richter.

Other Business

- Carlotta noted that the Wi-Fi is not working inside MH
- Jeanne noted that renting portable space heaters may not be a viable solution to the lack of heat - Scott requested rental information be forwarded to him for review. Scott is concerned with safety issues
- Alan suggested that we install a cabinet with a lock to house sound and other valuable equipment in the hall
- A schedule was created to man the ITVFest concessions tables

- Alan noted that the speakers currently hanging in the hall are not tilted correctly. Scott said that a carpenter can adjust them this winter
- Per Scott: A new lock pad will be installed at the hall - The key codes can be changed regularly for security purposes
- Per Carlotta, a fee schedule is available to rent sound equipment which is not included in the hall rental

There being no further business, Robin made a motion to adjourn; Alice seconded the motion. Motion carried. The next meeting is to be held on October 7th.