

**MEMORIAL HALL ADVISORY BOARD
MINUTES FOR MEETING
MAY 16, 2007**

A meeting of the Village of Richmond Memorial Hall Advisory Board was held at 7:00 p.m., May 16, 2007, at Memorial Hall, 10308 Main Street, Richmond, Illinois.

The meeting was called to order at 7:05PM.

At Roll Call the following members were present: Charlotte Hollenbach, Chip Eldredge, Barb Gallegos, Cindy Walleck (Village Trustee). Absent: Irene Borre.

During correspondence Walleck announced that she had received a letter from Pam Althoff regarding the Historic House Walk Tour Booklets and asked if a complimentary copy could be sent to Althoff's office so that proper credit could be given to all parties involved with the creation of the booklet. The committee agreed unanimously. Walleck will send the booklet to Althoff ASAP.

Agenda item, Meeting with Oddfellows, was suspended on the agenda as the group was not present at the time that their proposal was up for discussion.

Boy Scout Movie Night. Gallegos asked if the MHAB would be interested in renting Memorial Hall to the Boy Scouts for a once a month movie night on a Wednesday during June, July and August. The Scouts could earn their summer pins by hosting this family event. Scout families would bring in blankets for "lawn seating". Parent chaperones would be mandatory. Gallegos requested that the MHAB consider reducing or eliminating the rental fee for the Scouts based on their status as a non-profit organization. A portion of the concession might be offered to MH as a donation following each Movie Night. This idea led to the discussion of MHAB charges to non-profits. Options for NFPs were: Permanent NO rental fee; 25% of concession fees only (would include sale of tickets, inventory and/or food items sold); Rental fee of \$100.00 plus 10% of sales; Flat rental fee of \$50.00 only. The Committee agreed to set the Movie Night rental fee at \$50.00 only for the Boy Scouts. The Committee also agreed to add all discussed payment options for NFPs as the new MHAB policy for NFP contract negotiations. Contracts would be drawn on a customized basis per NFP. During contract negotiation, the MHAB will consider the nature of the event as well as the group itself to determine appropriate payment options. All NFPs, regardless of size or nature of event MUST produce the \$90.00 cleaning deposit and the Certificate of Insurance per event. The NFP Contract Policy and mandatory documents was approved by motion of the Committee:

Motion 1: Hollenbach Motion 2: Eldredge

Voice Vote: Aye: All Neigh: 0

Walleck will produce a \$50.00 contract with cleaning deposit and Certificate of Insurance for the Boy Scout Movie Nights program and will work with Gallegos to schedule the Movie Night events.

Eldredge brought up the idea of organizing an NFP group for Memorial Hall. Details were discussed. An NFP would have more monetary options available to it for the restoration and development of Memorial Hall such as philanthropic grants, corporate sponsorships, etc. Eldredge recognized that the MHAB could realize increased/improved support as an NFP would be a non-village entity with more control over restoration donations, etc. Concern was raised as to who would be listed as the Registered Agent and Officers for the NFP. Discussion of NFP will be ongoing until a firm decision is made to file.

Discussion moved to the establishment of an MHAB business partnership with the Richmond Antique Dealers for the creation and distribution of Memorial Hall bookmarks. The bookmarks will be offered as a free gift

coupon in their advertising materials. The Committee agreed to pay for 50% of the cost. Gallegos indicated that the check requisite should site a charge to Memorial Hall account number 01-52-1000. Walleck will submit the requisite ASAP.

Budget Report was tabled as Gallegos did not receive a report from the Village front office.

Building Restoration/Maintenance Projects was discussed next. Eldredge reported that he was able to open several of the Hall's windows. Because some of the windows were replaced with modern glass the existing weights cannot hold the windows open. New, heavier weights must be inserted to support the windows when open. In some cases the weights were missing entirely so new pulley systems would have to be added as well. Eldredge also brought in a paint chip from inside one of the windows. He discovered that the original color of the building trim was green. This was an exciting find as the National Register of Historic Places in Illinois has recommended that only original exterior colors can be used in the repainting. Estimates for the repainting project will be sought by Eldredge. Bid requests will be broken down by building sections.

Discussion then moved to the removal of "the bunker" at the front of the building. Walleck reported her discovery of the purpose of the bunker based on her research at the McHenry County Historical Society. The bunker was added when the Police Department moved into the basement of the building so that the steps were enclosed and to create a separate entryway to the Department. A pay phone and Police sign were also added to the bunker. The Committee is interested in having the bunker removed to bring the front of the building back to the original layout.

The Committee then discussed ways in which to gain new volunteers, officers, and/or companies that can offer concrete removal, special services, etc. Hollenbach will contact Greg Cryns at the Richmond/Spring Grove Report to ask for an interview about the building needs. Eldredge agreed to contact the Richmond/Spring Grove Chamber of Commerce to try and establish a business connection for the window painting. It was also decided that the Committee will wait on putting out its own bid requests for work needed until it can gain a feel for how much support there is from the Richmond/Spring Grove article and Chamber connections. Hollenbach and Eldredge will report back at the June MHAB meeting.

Walleck reported on the repair of the Light system. The Spring Grove Performing Arts Theatre assisted by giving a referral for a Mike Patrick. Walleck met with Patrick in the building earlier in the month. Patrick was able to determine that the panel was likely wiped out by a lightning storm. Patrick removed the circuit board and called a business contact for further guidance. A fuse was replaced so that the lights could be used manually. Patrick will order the correct panel item needed. It was estimated that the job would only cost MHAB \$300.00. Patrick will call Walleck when replacement item is received so that he can come back and fix the system. An invoice will be sent to Village Hall for processing through Gallegos and the Village Finance Committee.

It was noted that the Oddfellows did not appear during the meeting to discuss its use of Memorial Hall during Richmond Days on August 24-26. Walleck will try to get in touch with the group to determine their interest.

There being no further business the meeting was adjourned at approximately 8:30PM.