

MEMORIAL HALL ADVISORY BOARD
MINUTES FOR MEETING
JUNE 20, 2007

A meeting of the Village of Richmond Memorial Hall Advisory Board was held at 7:00 p.m., June 20, 2007, at Memorial Hall, 10308 Main Street, Richmond, Illinois.

The meeting was called to order at 7:22PM. At Roll Call the following members were present: Charlotte Hollenbach, Chip Eldredge, Barb Gallegos, Cindy Walleck (Village Trustee). Absent: Irene Borre.

During Correspondence and Requests, Walleck noted a letter received from the Richmond/Spring Grove Chamber of Commerce letter which acknowledged the article in the Richmond/Spring Grove Report regarding the MHAB open house event in May. Gallegos noted that Howard Katzenberg lodged a complaint that on May 19th at 5:30AM a Village Department employee knocked on his door to retrieve the original Memorial Hall advertising drape. Gallegos requested that a note of apology be sent to Katzenberg for the inconvenience. Walleck will send the note.

Discussion moved to the Bearing Point concert. It was noted that the building was left clean by the tenant (both inside and outside of the building). The MHAB hopes to continue its business relationship with this musical group.

Review of Yoga class request. New tenant is interested in hosting classes in the building, either upstairs or downstairs. Prospect indicates that funds are limited as she is just starting out and is only intending to charge \$25.00 per person for a 6 week session (not \$25.00 per session). Committee decision is to offer upstairs at \$35.00 per week or downstairs at \$25.00 per week. Sponsor is Janice Retzlaff, Richmond business employee. Total monthly rental income would meet or exceed in-district fees for rental. Tenant will be required to produce Certificate of insurance and refundable cleaning deposit on contract.

Contract with Frances Mai Ling came next. Mai Ling indicated that sponsorships with Jewel and DPI were in the works in excess of \$150. Target date for first Notes and Poets is August 9th. Standard contract attachments also apply.

Boy Scouts Movie Nights will be July 11 and August 8th. Contract is \$50.00 for all Movie Nights. Standard contract attachments also apply.

Gallegos gave the budget report. Over \$6,000 is currently in the MH account for restoration and development is available. Eldredge and Hollenbach will proceed with getting ads in the paper and the COC for restoration/donation help.

Other correspondence requests. Walleck will send a letter to Rotary announcing that the Club's \$500.00 donation will be used to purchase new, brass tagged ticket booth stools and the materials needed to build a small scale, exact replica of Memorial Hall which will serve as a donation/suggestion box. Committee has asked Walleck to send a letter to the Village Rec Program Director relaying the MHAB booking calendar. This is to ensure that there not be any danger of double booking with Spring Grove.

A work order will be sent to Public Works to request that the southeast gutter, at the entrance, be re-routed.

The MHAB then toured the building to view the new doors in the basement and at the main floor area. New lock and keys were discussed.

There being no further business the meeting was adjourned at 9:30PM.