

**MEMORIAL HALL ADVISORY BOARD  
MINUTES FOR MEETING  
AUGUST 16, 2006**

A meeting of the Village of Richmond Memorial Hall Advisory Board was held at 7:00 p.m., August 16, 2006, at Memorial Hall, 10308 Main Street, Richmond, Illinois.

The meeting was called to order at 7:06PM.

At Roll Call the following members were present: Charlotte Hollenbach, Barb Gallegos, Jan Klontz, Irene Borre. Absent: Chip Eldredge. Also in attendance: Cindy Walleck, Village Trustee, and Richmond resident Terry Morgan.

The committee is trying to establish a warm theatre feel on the main floor. Advisor Hollenbach will bring bulb converters for installation of flicker bulbs which mimic candles at the next meeting in September.

Advisor Borre brought an example of the former Memorial Hall tiles that were sold to raise money for the building. The committee would like to explore this option again and will ask Village Hall if there are any tiles remaining. Walleck will also contact the company that produced the tiles to get a cost estimate on a new shipment.

Advisor Borre asked if she could produce a written history of Memorial Hall. All in attendance agreed that the piece would lend to credibility and charm of the building. The Advisory Board will use the write up in its program guide, press packets and promotional packets.

A discussion of the content for the promotional packets was made. The Advisory Board will address content again at its next meeting.

The new Rules and Regulations for tenant use of Memorial Hall was reviewed and approved by the Advisory Board. Walleck will add suggested changes and get the item to Village Hall and the Recreation Program coordinator for implementation.

The Huffs performance, by Kelsie Huff was discussed. It was decided based on content of the piece that Kelsie should be invited to give a private performance for review by the Advisory Board. The Board will then decide whether the piece should become a part of the theatre programming. Walleck will make contact with Kelsie and follow up with the Advisory Board.

Discussion of available loan/grant programs was discussed. The EDC is hoping to hire a marketing agent who can help with grant processing. Walleck will continue to look for grants that will help restore the building.

Memorial Hall Bingo Nights was discussed. The Richmond Garden Club has agreed to be the sponsor for the MHAB Bingo events. However, a liability agreement must be produced and signed by both parties before the RGC will commit. Advisor Gallegos will work with Walleck to establish an appropriate agreement. Walleck is continuing the search for a bingo supplier and program runner for the MHAB.

Discussion of the parking situation outside of Memorial Hall was made. Walleck informed the Board that there is a zero property line site on the north side of the building. The MHAB will work with the owner to improve parking conditions along the north and east side of the building. Walleck announced that field borings proved that the original well in the back of Memorial Hall were positive for upgrading the well. This means that the existing out building will be demolished and replaced with a smaller well house, creating new space for more parking at Memorial Hall.

The annual Memorial Hall fundraiser was discussed. Developing a theme and planning for the event will begin at the next MHAB in September.

Advisors were asked to create a slogan, logo and/or theme for the press and promotion packets for Memorial Hall. Ideas will be brought to the next meeting. Resident Morgan said that she would be able to produce such ideas for the MHAB at the next meeting as well.

Review of permanent recognitions plaques was conducted. The Board settled on a plaque by Partners in Recognition, Inc. Walleck will get prices from the company for the next meeting.

Advisor Klontz announced a new interested party for the MHAB. Roman Jashnke, theatre technician for the Rowe Center, is interested in joining the group. Klontz will invite Jashnke to attend our meetings so that the Advisors can get to know him.

Advisor Klontz then discussed her findings on stained glass inserts for Memorial Hall. The stained glass inserts for above the front door and on the balcony windows was very affordable, ranging from \$800 to \$2200 depending on design. The MHAB will use fundraising money to pay for the inserts.

Advisor Klontz also announced that she is looking for an industrial cleaning crew to prepare Memorial Hall for theatre events.

The MHAB along with resident Morgan toured the building for cleaning and design plans.

There being no further business, the meeting adjourned at 8:33PM