

**MEMORIAL HALL ADVISORY BOARD
MINUTES FOR MEETING
OCTOBER 18, 2006**

A meeting of the Village of Richmond Memorial Hall Advisory Board was held at 7:00 p.m., October 18, 2006, at Memorial Hall, 10308 Main Street, Richmond, Illinois.

The meeting was called to order at 7:04PM.

At Roll Call the following members were present: Charlotte Hollenbach, Barb Gallegos, Jan Klontz, Chip Eldredge. Absent: Irene Borre. Also in attendance: Cindy Walleck, Village Trustee, and Roman Jahnke of Case by Case.

The cleaning estimate received for the building was discussed. Jan Klontz will continue to look for cleaning companies for more estimates. Eldredge will review the building and provide an estimate for cleaning as well.

Bingo was discussed. Richmond Garden Club is still looking into insurance matters. The low cost of Bingo supplies was addressed. Concessions during Bingo events was discussed and decided that local businesses would be asked to sell food and beverage items at the events. Gallegos asked if anyone knew of an accountant to help with RGC tax questions. Roman Jahnke provided some information. If RGC is not able to sponsor the Bingo Nights events then the MHAB will contact the Community Church of Richmond and other NFPs for possible sponsorships.

Annual Event Preparation discussed. Eldredge will look into contacting Casino companies for information and estimates and will report back to the MHAB at the next meeting. Gallegos will contact the OddFellows. Advertising for the Annual event will begin in January.

The MHAB took questions from Jahnke. Light and sound system was reviewed and discussed. The organization of the MHAB and the goals of the organization were also discussed. Jahnke's background in theatre prep was discussed as well. The MHAB took Jahnke on a tour of the building before the meeting started.

Hall of History letter. Tabled until next meeting.

Promotional Packets discussed. Gallegos updated the MHAB with packet content and distribution fields. It is anticipated that the first mailing should be done on November 1.

Building Restoration/Maintenance Project discussed. Walleck indicated that letters to the Illinois Historic Preservation Agency were sent. No response yet at the time of the meeting. Letters were sent regarding new front doors, beveled glass above the front door and new trim colors for the building.

The MHAB continued its tour of the building with Jahnke.

There being no further business the meeting adjourned at 9:04PM.