

**MEMORIAL HALL ADVISORY BOARD
MINUTES FOR MEETING
SEPTEMBER 12, 2006**

A meeting of the Village of Richmond Memorial Hall Advisory Board was held at 7:00 p.m., September 12, 2006, 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, Barb Gallegos, Jan Klontz, Irene Borre. Absent: Chip Eldredge. Also in attendance: Cindy Walleck, Village Trustee, and Richmond resident Bryce Klontz.

Advisor Borre presented a \$200.00 donation check from the Richmond Questers. Borre also produced a written history of the Memorial Hall building. The Board thanked Borre for the donation and indicated that the money will be used for restoration projects in the building. The history account will also be used in theatre event programs, promotional packets, newsletters and advertisements for Memorial Hall.

Discussion began regarding Bingo Nights. Advisor Gallegos indicated that the Richmond Garden Club is still looking at insurance options that will allow the Club to become the sponsor of the Memorial Hall Bingo Nights. Content issues were discussed regarding insurance requirements.

Preparation for the Memorial Hall annual fundraiser was discussed. The Board confirmed that March 3, 2007 would be the date of the event. Casino Night is the theme for the event. The menu, entertainment, and advertisement of the event were also discussed. The Board is hoping to have the kitchen cleaned and available for caterers use during the event.

Discussion moved to the restoration efforts of the building. The decision to go from stained glass to beveled glass on the window above the front door was made.

Discussion then moved to the front doors on the building. A number of pictures and examples were examined by the Board. A set of new steel doors that mocked the old look of the building were chosen as the new doors for the building.

Discussion was then held regarding trim colors for the exterior of the building. It was decided that the National Registry be contacted for a color palette of historic trim colors for review and decision by the Board.

Walleck will send a request for permission to install new windows, doors and will request a color palette from the Illinois Historic Preservation Agency, National Registry Program division.

The Hall of History was addressed by the Board. The look and layout of the Hall was considered by the Board. Walleck will work on the public letter to residents announcing the Hall and requesting donations for the Hall.

Building Promotional Packs were discussed next. Preparation of the historic write up, a basic budget and the use of Borre's history account will all go into the promotional packets. Advisor Eldredge offered to donate an answering machine for the building so that information can be available and taken regarding the building and donations.

Volunteer and staffing issues for the building was discussed. The Board will contact the local High School and the McHenry County College for stage and lighting tech support and for volunteers to run events, valet parking, etc.