

**MEMORIAL HALL ADVISORY BOARD  
MINUTES FOR MEETING  
SEPTEMBER 19, 2007**

A meeting of the Village of Richmond Memorial Hall Advisory Board was held at 7:00 p.m., September 19, 2007, 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, Cindy Walleck (Village Trustee). Absent: Irene Borre and Chip Eldredge.

Guest member present: Libby Pearson of Auntie Libby's Cottage.

During Correspondence and Requests, Hollenbach asked if a new flag could be purchased for the flag pole outside of the building. A 5X8 polyester flag cost is \$67.00. Committee agreed to allow it. Hollenbach will purchase and submit for reimbursement. Walleck requested the Committee to consider a change in contract to reflect a \$50.00 non-refundable deposit fee to hold a booking date. Request is based on fact that several bookings were cancelled which resulted in loss to building of over \$1,000 in potential rental/renovation income. Committee agreed to include the new item into the contract. The \$50.00 non-refundable deposit will be a credit to the remaining rental fee due if the rental party keeps original booking date. If party cancels date, \$50.00 is forfeited to the building. Contract will also reflect that the contract must be signed and returned with required fees within 10 days from the date of receipt in order to secure bookings and processing. Hollenbach and Walleck will discuss details with Village attorney to make sure that these items can be safely entered into the contract.

Discussion of loss of rental tenants lead to discussion of MHAB sponsoring events. If MHAB sponsored events, the committee could earn \$1.00 per head on the event. Waivers would also have to be signed by participants to secure building's safety (hold harmless, etc.). Committee addressed sponsoring an appraisal show. Hollenbach will get details together and committee will shoot for March and October 2008 shows. Libby Pearson also recommended looking into holding auctions out of Memorial Hall. Hollenbach will also look into that option and report back to the committee.

Walleck noted that again the main stage new door was left unlocked by Public Works and will submit a request that the department make a stronger attempt at remembering to lock the door upon their exit.

Discussion of Kayla Malec, Kiwanis 2007-2008 Little Miss Peanut request to prepare fundraisers for Memorial Hall was next. Kayla, who was crowned Little Miss Peanut inside Memorial Hall, has requested to help raise funds for Memorial Hall restoration. The Committee has therefore assembled the following ideas for Kayla to consider:

1. Set up a "Kissing Booth" at Memorial Hall's Boo Fest on Halloween Night. For a small donation Kayla gives a Hershey's Chocolate Kiss. The donations are then given to the building;
2. Set up a Hot Chocolate table (or cups-o-peanuts) at Christmas of Yesteryear (perhaps during Santa visiting hours?). Each cup sold is a donation earned to the building (Memorial Hall has a coffee urn that Kayla can use);
3. Be present outside of Van's or Ace Hardware for a weekend day to ask customers to donate their change to Memorial Hall (MHAB will call to arrange her presence);
4. Write a letter about Memorial Hall that can be posted on the Village website, "Why I love Memorial Hall" and the importance of donating to its cause (where donations can be made, etc.). This will be a permanent donation drive by Kayla on the website.

Walleck will follow this up with Kiwanis to get the information to the parents of Kayla and the Kiwanis Club for planning efforts.

Committee begins planning the 2008 February Formal event. Date is set for February 16, 2008. Vaudeville is the theme this year. A host of performers is hoped for and the Committee members will start to organize each:

Vaudeville Cast:

Moonie: Barb

Nino: Charlotte and Libby (EDC)

Kelsie Huff: Cindy

Lincoln Shooting Cast: Barb/Cindy

Uncle Sam: Barb

Food/Spirits:

Paisano's: Barb

Doyle's: Barb

Dilars: Char/Cindy

Other:

DJ/MC Services: Cindy

Linens: Cindy

Other Business. Hollenbach asked about Bingo Nights. Committee still needs a 501(c)(3) group to partner with for set up and run of program. Gallegos asked if MHAB could sponsor a PADS meal. With regret the committee declined based on the fact that its funds are advertised as and directed for the specific and expressed purpose of restoring and preserving Memorial Hall. Using donated funds for purposes other than the stated intent would be misuse.

Libby Pearson asked for Memorial Hall information for the new brochure. Walleck will write up needed information and get it to Pearson by Friday the 21<sup>st</sup>. Pearson also announced that beginning October 17<sup>th</sup> the local shops will be open every Wednesday until 7:00PM. She asked MHAB to do something in the building as well on Wednesdays. The committee has decided to launch a Memorial Hall Bizarre with DSL companies and crafters and MHAB coffee sales every Wednesday beginning November 7<sup>th</sup>. MHAB will charge a table fee to vendors as a fundraiser for the building and to fill the building. Pearson asked that a request for signage be made on the marquee announcing that the shops are open for holiday shopping on Wednesdays. Walleck will submit a request for post.

There being no further business the meeting adjourned at 9:16PM.