

Minutes of the Memorial Hall Board of Trustees meeting Wednesday, June 7, 2017

The meeting was called to order by Trustee Laura Paladino.

In attendance Chairman Mary Sexton, Trustees Eric DiNoto, Mike Margolis, Laura Paladino and Memorial Hall Operations Manager Kathy Pigott-Brodeur.

NOTE: Trustee Laura Paladino opened meeting at 7 pm. Chairman Sexton joined the meeting at 7:02 pm

Motion: Trustee Paladino motioned to approve the minutes from the May 3, 2017 Board Meeting. Trustee DiNoto Seconded, All voted in the affirmative. Motion carried

Memorial Hall Update:

- Kathy PB transferring monies out of salaries line item to purchase floor cleaning machines for building.
- New employee started – Paul Tracey. Cameron Murray got a full time job and would like to work extra hours in the fall if it works with his new job schedule.
- Dance recital season underway, (6 recitals & 6 rehearsals) along with (3) schools using their fee waiver for events at the hall.
- Winthrop School PTO gave a contribution of \$200 to the restoration fund for their Winthrop Talent Show.
- Master key project completed, all locks have been changed in the building and now have a Master/sub key system. Kathy has complete list of who has Masters and subsystem keys. Everyone SIGNS a “key responsibility/liability” form stating keys received (detailing key type) and date received.
- Kathy attended Melrose Liquor Commission meeting requesting change to their policy of not approving one day liquor license until 2 weeks before an event. (due to groups sell tickets starting 3-6 months in advance of event). They will confirm with Rob Van Campen they can approve a license of 3-6 months ahead of event. Kathy also requested they put the One Day license procedure outlining the requirements on their website and in a document she may email her customers

Next Trustees meeting is scheduled for Wednesday, August 2, 2017 at 7 pm.

Public Participation: There were no members of the public present.

Adjournment: The meeting was adjourned at 7:18 pm.

Respectfully submitted,

Kathy Pigott-Brodeur, Memorial Hall Operations Manager

Distribution: Chairman Mary Sexton, Trustees Eric DiNoto, Lou Izzi, Mike Margolis, and Laura Paladino