

Minutes of the Memorial Hall Board of Trustees meeting

Wednesday, August 2, 2017

The meeting was called to order by Chairman Mary Sexton.

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

NOTE: Chairman Mary Sexton opened meeting at 7 pm.

Motion: Trustee Margolis motioned to approve the minutes from the June 7, 2017 Board Meeting. Trustee Paladino Seconded, All voted in the affirmative. Motion carried

Memorial Hall Update:

- Kathy PB requested permission to give exterior door key and MSO closet key to Sean Going, MSO stage manager for Sept 7-10, 2017. The MSO will be removing their chairs and music stands for the 100th Anniversary Outdoor concert on Sept 9 but the removal/setup depends upon the weather so giving the keys would give them flexibility. Board approved.
- Main Lobby portico and the black exterior railings have been painted. Main lobby ceiling will be painted in August and door refinishing quotes are in process.
- Two floor machines have been purchased and six new chair carts have been ordered.

Donation: A donation of \$8,546.67 to the Memorial Hall Board of Trustees from the Edward S. Swenson has been received. As per Chairman Sexton, as it was donated to the Memorial Hall Board of Trustees, the donation was deposited into the Memorial Hall Restoration Fund, (only fund under Board's control).

MSO Addendum: Kathy distributed MSO requests for addendum changes

- MSO requested we distribute them new rental applications by April as to follow their fiscal year (June month 1). Kathy PB has told MSO the new rental application is based on the City of Melrose Fiscal Year (July – June). Therefore the Fiscal Year for the rental application will be July – June and distributed in July of the FY.
- MSO requested our one page ad to be in the “annual program booklet”
- MSO stated the racks for the present chairs are no longer available. They are looking into new chairs/stands/racks in the 2017 -2018 season and will keep us in the loop.

Motion: Trustee Paladino motioned to approve the MSO addendum #3 change of “program booklets to “annual program booklet”. Chairman Sexton Seconded. All voted in the affirmative. Motion carried

Motion: Trustee Paladino motioned to approve the following change to the MSO addendum #9: Melrose Orchestral Association shall address the purchase of chairs racks during the 2017-2018 season so as to return Memorial Hall racks in 2018-2019 season. All final purchase of new chairs, racks and music stands, if they are to be stored at Memorial Hall, must be approved by Memorial Hall management to ensure they will not disrupt the logistics of other events at the hall.
Chairman Sexton Seconded. All voted in the affirmative. Motion carried

School Fundraiser one time fee waiver: Mayor Dolan has requested the Board offer a one time 5 hour rental fee waiver for the schools in Melrose.

Kathy would like to add the following line to contract regarding the restoration fee (item #5 on single sheet school fee waiver rules and regulations) they are required to pay "Failure to do so will result in the forfeiture of the fee waiver".

Motion: Trustee Paladino motioned to approve a fee waiver for a one time five hour rental fee of \$560 for a Fundraiser, within the school year 2017-2018 (September 2017- June 2018), for the Melrose schools PTO. (Franklin ECC, Hoover, Horace Mann, Lincoln, Melrose Veterans Memorial Middle, Melrose High, Roosevelt, Winthrop and St. Mary's Schools)

Chairman Sexton Seconded. All voted in the affirmative. Motion carried

Motion: Trustee Margolis motioned to approve Melrose Veterans Memory Project request for a 5 hour rental fee waiver on Wednesday, November 8, 2017 for the Veterans in the Class room event.

Chairman Sexton Seconded. All voted in the affirmative. Motion carried

Motion: Trustee Paladino motioned to approve Disabled and Limbless Veterans request for a 5 hour rental fee waiver on Saturday, November 11, 2017 for the Comedy Night Fundraiser to benefit the 2017 Billy Forbes Scholarship Foundation.

Trustee Margolis Seconded. All voted in the affirmative. Motion carried

Motion: Trustee Paladino motioned to approve the Melrose Veteran Service Office to waive the rental fee for the Monthly Veterans Mobile Food Mart, (third Wednesday of the month 8 am – 12 pm), Veterans Day Breakfast, Saturday, November 11, 2017, 9 am – 11 am and the Memorial Day Breakfast and parade staging on Sunday, May 27, 2018.

Chairman Sexton Seconded. All voted in the affirmative. Motion carried

Next Trustees meeting is scheduled for Wednesday, September 6, 2017 at 7 pm.

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

Adjournment: The meeting was adjourned at 7:45 pm.

Respectfully submitted,

Kathy Pigott-Brodeur, Memorial Hall Operations Manager

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