

MacRobert Memorial Hall Development Group

Note of Meeting held on Tuesday 3rd June 2014

Present; Nigel Healey, Sarah Leahy, Jacqueline Cooper, Justin Irvine and Andrew Robertson and Ruth MacKenzie plus Mike Powell.

Apologies; Gordon Ross

Note of Meeting 1st April 2014; Approved.

Hall Development;

1. **Hall User Manual** – A welcome A4 page with guide to location of lights etc. to be drawn up. Nigel has completed fire risk assessment which will be circulated. A record formalising health and safety also to be drawn up with reference to user manual **Action; Nigel**
2. **Website** – To promote the website via article in Piper which will also promote hall as a venue. Discussed upgrading current website, leave meantime. Also look at other sites which we could link in to. **Action; Nigel**
3. **Fund-raising** – Agreed to a 100 Club to fund-raise. Andrew has application form. **Action; Andrew**
4. **Hoist for basement** - to get an updated quote from Migvie Smiddy. **Action; Justin**
5. **Sofa for foyer** – Nigel to purchase. **Action; Nigel**
6. **Picture rails for foyer** – Agreed to go ahead. **Action; Nigel**
7. **Wi-fi** – Received £100 donation from Cromar History Group. To get updated prices, agreed unlimited. To amend hall fees once in place. **Action; Nigel**
8. **Public Access Defibrillator** – Hall may not be suitable as not open all the time. Alternatives discussed. **Action; Nigel**

Update on some of the current and future bookings;

- **Ceilidh** – Saturday 28th June New Distillery Ceilidh Band – Hall Fundraiser.
- **All bookings are up to date on website calendar.**

Hall Management;

1. **Air Source Heating** – Quotes have been received from three companies. Infra-red heaters have been advertised online but no bids so far. **Action; Nigel/Justin**
2. **Register of Hall equipment** – A list of hall equipment has been drawn up for convenience of Hall users. **Action; Nigel**
3. **Finance report** – update given by Sarah. Accounts have been done and just to be approved.
4. **Dr Honeymoon play** – A meeting is to be arranged with Chair and Treasurer of TADS (Tarland Amateur Dramatic Society) to discuss the past play and future TADS productions. **Action; Nigel/Sarah**
5. **Projection Room** – Is in need of a tidy up.
6. **Main Hall Roof** – Has been repaired.
7. **Moveable screens** – Agreed to purchase 2 x 5 metre screen. **Action; Nigel**
8. **4w LED lights** – Gordon suggested purchasing for foyer.

AOCB;

Nil.

Date of Next Meeting; Monday 30th June 2014 at 7.30pm in the Kitchen Hall

AGM Monday 25th August 2014 at 7.30pm in the Upper Hall