

MacRobert Memorial Hall Development Group

Note of Meeting held on Tuesday 1st April 2014

Present; Nigel Healey, Sarah Leahy, Jacqueline Cooper, Ruth MacKenzie and Gordon Ross plus Mike Powell.

Apologies; Andrew Robertson and Frank Ribbons.

Note of Meeting 24th February 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 but to discuss further at next meeting. 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 to organise. **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** – To get updated quote. **Action; Nigel**
7. **Website calendar** – Colours for kitchen hall have got muddled. **Action; Nigel**
8. **Wi-fi** – Different suppliers been identified, to look at them further with regards to download limits and management of it when installed. **Action; Nigel/All**
9. **Public Access Defibrillator** – Nigel has completed form for grant from British Heart Foundation. Discussed suitable place for it to be kept, Chair store cupboard was suggested. **Action; Nigel**

Update on some of the current and future bookings;

- **TWT Auction** – postponed until October. Nigel to do low level advertising via facebook and Andrew to speak to auctioneer. **Action; Nigel & Andrew**
- **Woodend Barn** – Saturday 19th April – Mairearad and Anna. TWT to do bar. **Action; Nigel**
- **Farmers Market** – Saturday 26th April.
- **Hogmany Ceilidh** – New Distillery Ceilidh Band has been booked.
- **All bookings are up to date on website calendar.**

Hall Management;

1. **Air Source Heating** – Still awaiting a quote from Clan cool who were at hall on Monday 25th Feb. 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 started for convenience of Hall users. **Action; Nigel**
3. **Finance report** – update given by Sarah.
4. **Dr Honeymoon play** – Nigel to put photographs taken on to a CD for Sandra. 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** – Awaiting repair. Insurance company have been to assess. **Action; Nigel**

AOCB;

- Moveable Screens – Agreed to purchase 2 x 5 metre screens. **Action; Nigel**
- Gordon suggested purchasing 4w LED light for foyer.

Date of Next Meeting; Tuesday 3rd June 2014 at 7.30pm in the Upper Hall