

Call to Order July 15th - 6:40pm

In Attendance: Trustees: Ann Scott, Cathy Smith, Karen S. and Lyle Troxell

MCT Rep: Albert Kent

Approved Prior Minutes 6:46pm

6:46pm) Manager's report

May 18th - Beth's Assistant called and said that the bathroom sync was left on in the women's bathroom. They cleaned it up - the sync did not. We are not sure who left it on. "probably 10 am or so" Perhaps we should get auto shutoff

June 10th for- Jo Washburn's event - Scott Laird came in and do lights. Ann found the place left with ladders up and attic open, and lights left on. Ann spoke with Scott - and said that should never happen again.

Albert came in on the June 9th - and had heard that Jo's event and MCT agreed that how MCT left it was fine. And when he came in on the 9th Scott was hanging lights.

Ann spoke with Jo about this. We seemed to agree that we should write a letter to MCT and LPRT - to inform them that they should not let others into the building outside the scope of rental agreements. Esp because of Insurance issues and making sure that Park Hall is compensated for building usage.

Karen and Ann to write letter.

Air Conditioning needed to be turned on a few dates. Tried to re-program it. There was a last minute change the the schedule.

We all agreed that when the public is in this facility that the room of the space should be set to be comfortable.

Albert suggested we ask PGE to do an assessment of usage costs for heater and air conditioner.

Ann agree to contact PGE to get an assessment and usage of the heater/air-conditioner of the building to help us asses costs.

Former Meeting Items:

- 1) Purchase/Install new Lockbox
- 2) Carpet issue is not resolved - Ann will take care of this and report back at next meeting.

3) Ann got LPRT's Insurance stuff handled

7:10 - Dick Mills arrives

Look at the calendar, new and pending events (is Ann doing the updates now?)

August 8th - Broomhildas will be cleaning and sealing - \$350.00

August 10th -

Jan 18th - Valley Women's Center

Cathy wants to host an event for a dance for a friend. And use her "trustee no price pass" Sept 8th.

Lyle expresses a concern about having these "one free rental a day" .

Dick feels that it is fine to have these free rental days.

passed 4/0/1

June 15th ish 2014 - Jo Washburn.

Lyle and Albert talked about temp cal and confirm cal - and working together to ensure effective communication.

Ann has not been trained on the google calendar system.

There is a concern about the ability to print the calendar.

Cathy mentions that the Park Hall manager needs the skills to run the calendar.

Ann moves that Park Hall pays for training for her to learn Google Calendar.

Dick - seconds

Discussion followed

No vote

Move on.

Ann to talk to Dick and Karen about getting training.

Treasurer's report

(attached)

Phone bill had a 98min call on June 16th at midnight (Saturday Night the 15th)

Albert to ask MCT about this. \$68

Have about \$4,000

7:50pm

Hall repairs--pending ADA fix for front door;

Ann reports - Dave is looking for a front door for used. New ones are too pricy.

Ann - Todo: to get on this. And to work on getting a plan.

Cleaning services for bathroom--take a vote for hiring (Ann, we'll need the quote you got from Broom Hilda's)*

Broom Hilda's - (Andy) \$280

Women at Work (338-9237)

Jean and Nan; \$100 per trip charge

Pacific Ocean - Nohemi; \$75 min. trip charge/ \$50 if on weekly contract

Andrew - \$500 per month

We like Pacific Ocean's rate - and need references and feel they should come in.

Ann to get written quote form Broom Hilda's.

Cathy to get Pacific Ocean's references and confirm that they get a written quote and that they know the scope of the work by seeing the space.

Albert: - MCT needs the deposit checks back.

Albert left July 15th 2013

Final review and approval of manager's job description

Approved as revised - attached.

We will have three documents:

1) Revised reservation forms - Application

Lyle To: work on form for this process.

2) Rental Terms

Ann, Cathy, and Karen to get together on this and do a first draft.

3) Revised Price Changes

Lyle to work on continuing price changes.

Ann to: work on rental value of our store front and office space. - Monthly rentals.

Future event plans:

Mt. Feed Harvest Festival

Park Hall Open House

Movie Nights

History Nights

Volunteer Work Day

Karen to plan our participation on Setp 14th - that we have a booth at the park to promote our rental space and us as a resource for our community.

Alternate trustee proposal

Planning meeting for general community meeting October 1st.

Adjourn at 9:18PM

