

Hall Committee Meeting

January 14th - 4.30pm

Present: Boyd Attewell, Barbara Labram, Cass Gye; Hubert van Mierlo (CECS)

Agenda

- Budget
- Bookings / Hall phone
- Hall fees and bond / hire documents / keys
- Liability / insurance
- Website information
- The Kindy
- Marketing
- Installation of technology

Budget:

Boyd presented draft budget template for review at the next SIRAC meeting; to be presented to Council as requested for discussion; Honorarium payment due to Kerry

Action: Boyd to update budget as required; Cass to set up meeting with Council; Boyd to raise Honorarium invoice

Bookings/Hall Phone:

Barbara has taken over as Booking Manager; handover of files in progress and any details to be discussed with Kerry; a dedicated mobile phone (spare handset from Barbara) with credit of \$100 is now available for hirers to make contact for bookings and any issues during hire periods

Action: Barbara to liaise with Boyd regarding invoicing; initiate any queries with Kerry

Fees:

Hire Fees to remain at same rates, except elections, pending review at end of financial year; Event Bond remains at \$500, except for regular term bookings and perhaps kids parties; Elections increase to \$1300 (it was noted by Cass that elections take place in the Kindy not the Hall); suggested rate of \$10 per hour for projector / sound / wifi

Billing: It was agreed that fees be charged in advance not arrears per term; Boyd to raise invoice at the start of each term; credits could be considered for the following term for days not used due to weather or illness, etc.; it was agreed that Mandy Loveday should receive concession rate.

Action: Barbara to update Fees and Charges Schedule

Keys:

Council has agreed to install new locks for security and keys have been ordered by Cass.

Keyholders: SIRA, Cass Gye, Barbara Labram including spare, keys for regular hirers, Cleaner, Matt Lakeman (roof cleaning), The Players including lock for storage area, the Kindy (tbc)

Key bond: \$50.00

Action: Barbara to set up a register for new key holders and keep a record of bond payments; Cass to followup Council on new locks/keys

Insurance/Liability:

Discussion about liability for damage to fixtures and fittings of Hall

Action: Cass to check licence agreement liability and insurance cover

Website Information:

Hall Hire templates to be created on website same as Water Agreement i.e. booking application, terms and conditions; PDF documents to remain available on website for those who wish to download them; website documents to be updated

Hubert suggested that The Players or others could use SIRA website to sell tickets; SIRA could charge 5% of sales for this service

Action: Barbara to check Hall website page and update information; Hubert to update

The Kindy:

SIOCS is experiencing financial hardship and would like to set up an after school care service in the Hall on Tuesday, Wednesday, Thursday from 4pm to 6pm; they have requested some assistance with costs in the initial phase of this new business venture

Options:

1. SIRA makes a gift of funds - SIOCS pays for services in full
2. SIRA makes a loan to SIOCS - SIOCS pays back loan
3. SIRA offers discounted hall hire
4. SIRA offers free hire for a term - review at the end of Term One

The meeting generally agreed with the fourth option

Cass raised concerns about cleaning and costs for electricity/hotwater/reverse cycle air conditioning; extra cleaning would be required and some contribution to costs considered

SIOCS have taken out a one year liquor license and would like to sell their services for any events that would like a bar service

Action: Barbara to speak to Louisa with these suggestions; SIOCS to put proposal to SIRAC with future projections, budget forecast and business plan to SIRA; bar service and insurance implications to be discussed by SIRAC

Marketing:

Barbara presented draft marketing material for website and posters "*The Hall*" that she has produced; signs to be made to encourage responsible recycling and electricity usage

Action: Barbara to liaise with Hubert on updating Hall page on website; produce signs/posters; set up Hall noticeboard

Installation of Technology:

Boyd has purchased projector and screen, sound system; wifi has already been installed and activated using connection in Kindy; projector and screen need to be mounted and tested; permanent security for projector required

Action: Boyd to liaise with Bill and Hubert on position of system; Cass to approach Council to provide some security cage and mount equipment

Hall Committee Meeting

9th November 2015 – 7.30pm

Present: Cass Gye, Barbara Labram, Emmie Collins, Boyd Attewell

Apologies: Ian Laughton Smith

Agenda:

1. Hall Insurance
2. Hiring and Usage
3. Projector and Screen / Internet Connection
4. Marketing
5. Bookings and Management

1. Hall Insurance

The current license / insurance agreement does not allow for private hirers to BYO alcohol. Not for profit use of the hall can BYO alcohol under the remit of SIRA.

This limits / prohibits individuals from hiring the hall for parties / private events.

Action: Cass to talk to the insurance company again to see if individuals can get an endorsement for single events. An endorsement for individual events will mean that the hirer would have to make a one off fee to consume alcohol at their event.

Perhaps we can amend the business description?

2. Hiring and Usage

Costs of maintaining the hall have risen. Cleaning / electricity / maintenance.
Usage has dropped.

Ideas to develop include: film nights, classes, board games nights, open mic talent evenings.

Action: Barbara and Emmie to develop advertising plan to encourage hiring and usage

Action: Barbara to create signs to encourage responsible electricity usage / recycling

Action: Barbara to create a vision board for the SIRA 60th event. What do you want to happen in the hall? To canvas ideas and involvement from the community

Action: Boyd to source and budget projector and sound systems

3. Booking and Management

Boyd to take care of invoices

Kerry to complete bookings until the end of December

Cass to continue to take care of management of hall (supplies, repairs, liaison, troubleshooting)

Barbara to take bookings from January