

BITTERN LAKE HALL BOARD MEETING

June 23, 2013

Minutes

1:00 pm

Attendance: Kerry Grettum, Denise Brattinga, Jarred Booth, Dale, Lesa, Charlie and Alyssa Debnam, Barry and Wendy Toms,

Meeting called to order at 1:00 pm.

1. Approval of Agenda – approved as presented
2. Financial Report –current bank balance \$6,428.84. Most bills, except Village utilities, are withdrawn by automatic bill payment. Estimated funds from garage sale \$825.00. Consider doing a fall harvest weekend with home based vendors...no garage sale.
3. Caretaker position and hall bookings – concern about access to sink to fill pails for washing the floors upstairs and concerns about washrooms if renters leaves them a mess. Reiterated that if the hall is a mess then the cleanup is deducted from the deposit and that the expectation is that the hall is cleaned by the renters after each function. Key responsibilities include bookings and maintaining the calendar, pre-rental walk-through, actively promote rentals and solicit bookings, issue keys, if required any cleanings required after rentals the cleaning costs will be deducted from the deposit. Cleaning supplies to be restacked at Soap Stop. Wendy to do a three month trial and re-evaluate. Compensation is \$100/month plus cleaning fee of \$20/hour for general hall cleaning. Moved & seconded to hire Wendy Toms on a contract basis as hall booking agent and caretaker with a three month probationary period. APPROVED. Key activities for the

summer will be a focus on fixing the basement including rug removal and painting.

4. Village grant reporting: Grant was for \$5,000. Spending to date \$3,400 with 1,600 yet to spend. Potential items to purchase include a mixer at \$368; oven racks, chair dolly, bake trays, vacuum, knives, cutting boards, cash register, BBQ grill, events canopy tent, high chairs. To order immediately the mixer, oven grates, cutting boards. To obtain a price estimate for the events tent.
5. Adjourned at 2:00 pm