
Mt Hutt Memorial Hall Board Minutes –20 June 2022

Minutes of the meeting of the Mt Hutt Memorial Hall Board held on 20 June 2022, commencing at 9.30am, in the Mt Hutt Memorial Hall, Main Street, Methven.

Present

Martin Nordqvist, Karen Blacklow, Kelvin Holmes, Viv Barrett and, Denise Dixey

Apologies Cr Liz McMillan, Angela Grieve

In attendance

Richard Wood (Recreation Services Manager) Clare Harden (Community Liaison Officer)

1 Notification of Extraordinary Business.

Letter from Emily Coppard re

2 Declarations of Interest

Nil.

3 Confirmation of Minutes

That the minutes of the Mt Hutt Memorial Hall Board meeting held 09 May 2022, be taken as read and confirmed.

Sustained

4 Correspondence

Emily Coppard letter re Lighting

5 Reports

That all reports, apart from the Finance report, be received.

Carried

Matters from previous minutes

- Shirin Khosraviani (Art Gallery & Museum Director) hopes to come up next week to go over the Hall Ski collection. The Hall has received a uniform from the 22 winter Olympics to be added to a new display.
- The Board had a “Friends of the Hall discussion” around volunteers & staff for event set up. Does the Hall need to add extra staff to the budget for events? Richard will look into this and if a change in budgeted hours is needed he will report back to the Board.

7 Building

Report from Martin

- Generator, has now been wired in. Will just need to be changed over when there is a power cut. As this is not automatic.
- David Hampton will be getting the spouting cleaned over the next week
- Theatre roof leaking no fix yet Richard to look into.
- Green door, needs fixing is sticking. Clare to let Dave Hampton know

- Chairs need a vacuum and or clean, recommended to look at this in spring.
- Still issues with Wifi on the Hall it went down over the weekend. Talk to the property, need to upgrade the Wifi this has happened twice. And creates major issues for the tenants of the hall.
- Steriliser is leaking, Stuart & Holland looking to repair.

8 Staff Report

- Art expenses coding, figures out when comparing the Square report to the ADC Finance report. . Clare & Richard to look into.
- RiRa has offered video for the use for the hall, Board would like this to be used on the hall screen Clare & Richard to sort

Barret/Holmes

Carried

9 General Business

- Could the Amenity rate be added to the Finance report?
- Art expenses coding, figures are out Richard to look into this and get back to the board.
- Emily's letter (see Appendix 1)

That the Board agree to upgrade the AV Room Lining & Wiring. Clare and Richard to work on the upgrade with the property team Report to the board for the next meeting. Including Emily in the project.

Barrett/Blacklow

Carried

PE

Moved

Barrett/Blacklow

Carried

10 Winter trading hours

That the board approve the change to working hours as showed in the PE Report.

Kelvin/Viv

Carried

The meeting concluded at 11.50am.

Next meeting 1st of August 2022

Dated

_____ **Chairman**

Appendix 1

Dear Chairman of the Mount Hutt Memorial Hall,

It came to my attention during the ANZ Business Awards that the seating situation upstairs is unfortunately completely unworkable for anything tech related. When I was on the board we discussed the need for part of the front 2 rows to be removable to allow the space to be used for lighting consoles, sound consoles and the follow spotlight, it was also discussed that the top row would be left out for a space for tea and coffee tables or if need be we could put the Spotlight up there (far from ideal though). The third issue I'm a little concerned about is that the seats are so close to the wall that it isn't at all possible to get passed, in the event of a fire how are you situated without that access when downstairs you need a minimum gap.

It's not all bad though the seats look great and there is a projection room that can be fitted out to meet some of those needs. I know I said that the Methven Theatre Company may look into helping fund the refit of the projection room but as you'll be aware we have been hit hard by Covid so suggest that it might not happen for a while.

Two suggestions moving forward is that you contact the seating supplier and ask them the easiest way to make groups of seats removable, I know that this is done in other theatres. You could also employ a local engineer to look at solutions as well.

My second solution is that the projection room gets fitted out and lined as soon as possible. I still struggle to believe that this wasn't done at the time of the hall refurb all those years ago. I understand there is a jib shortage so think outside the square, plywood would make a great alternative. I do ask though that (as most involved tech) I get a say and input into what gets done and where things will be.

Regards Emily Coppard