

# Hunt Memorial Building 6 Main St., Nashua, NH 03064

**Board of Trustees Meeting Minutes:** April 18, 2016

**Call to Order:** 5:29pm

Cail Bellavance presided; Brenda Baron recorded

In Attendance: Cail Bellavance, Jen McCormack, Charlie Matthews, Rosalie McQuaid, Brenda Baron, Harold Solomon

Also in Attendance: Amy DeRoche (Administrator), Mary Ann Melizzi-Golja (Aldermanic rep)

Absent: Tammy Crisp, Stacy Baxter

## Meeting Minutes

- Charlie Matthews moves to accept March 2016 meeting minutes
- Rosalie McQuaid seconds the motion

Motion carries

- Rosalie McQuaid moves to accept February 2016 meeting minutes
- Jen McCormack seconds the motion

Motion carries

## Treasurer's Reports

- Jen McCormack moves to accept Treasurer's report for Feb 2016
- Harold Solomon seconds the motion

Motion carries

- Harold Solomon moves to accept Treasurer's report for April 2016
- Jen McCormack seconds the motion

Motion carries

## Administrator's Reports

- Rosalie McQuaid moves to accept the Administrator's report for March 2016
- Harold Solomon seconds the motion

Motion carries

- Harold Solomon moves to accept the Administrator's report for April 2016
- Rosalie McQuaid seconds the motion

Motion carries

## General Discussion

- Discussed new tenant and the term “clean room”. Questions came up regarding chemical & solvent use, but it was verified that no chemicals, solvents, or gases will be used. Also discussed waste/recycling, but it was determined that there was nothing out of the ordinary and that the current building trash removal is sufficient.

## Old Business

- Reviewed revisions to “Description of the Board” that included modification requests that were discussed in earlier meetings.
- Jen McCormack moves to accept revised “Description of the Board”
- Rosalie seconds the motion
- Charlie Matthews remarked on the need to add the word “Memorial” in all instances where the “Hunt Building” is used, and motions to accept the “Description of the Board” with the addition of “Memorial” added in all locations.
- Harold Solomon seconds the motion

Motion carries

## New Business

- Discussed the decision and vote to keep all officers in place for an additional year. Door is left open to make modifications if needed during the year.
- Discussed possibility of having “open hours” at the suggestion of the Mayor. The group felt that weekly was too often and that it would be nearly impossible to man a weekly open house, but felt that once a month would be more appropriate, possibly on a Thursday night to coincide with Downtown businesses being open. It was determined that Board members should be available for volunteering and that 2 people should man each “open hours” event. Further discussion needed.
- Discussed looking into possible grant opportunities to fund some new events that would help draw people in (i.e. family events/movies/plays, tea events, instrumental groups, etc.). Further research and planning needed- possible discussions with the Humanities Committee.
- Discussed improving advertisement of the advantages of using the Hunt, particularly to event planners (i.e. availability of tables and chairs, wine glasses, etc.). No real decisions made, but up for further discussion.
- Discussed the request from City Arts Nashua to donate a free rental for their fundraiser. We would need to tighten up wording, and incorporate an expiration date (if appropriate). This needs further consideration and decision for other organizations that may approach us, so we need a plan. Further discussion needed.
- Discussed carpet replacement and expenditure after receiving quotes from various firms.
  - Jen McCormack moves to authorize expenditure of no more than \$8000 for carpet replacement with Gregory J Flooring
  - Brenda Baron seconds the motion

Motion carries

- Siciliano Landscaping has come up with a landscape plan at no charge. They will come in to present their plan. Once we have an acceptable plan, we will have it competitively bid and decide if/when to move forward.

**Public Comment:** None

**Move to Ajourn:** Made by Jen McCormack at 6:53pm

**Next Meeting:** May 11<sup>th</sup>, 5:00pm, location to be determined due to rental of Hunt on that date