

The Auditorium Commission Minutes of Meeting Approved
12/20/12
Elm Street School Conference Room

Attendees: Commissioners Olsson, McAllister, Fredericksen, Swift and Schneider.

1. The meeting was called to order by Chairman Schneider at 3:35
2. The proposed minutes of the previous October meeting were unanimously approved, on a motion by Fredericksen, seconded by Swift.
3. The date for the next regular meeting of the Commission was not decided upon, pending Inputs from the three missing commissioners. Mr. Schneider will pick a new date based on everyone's availability and will inform all commissioners.
4. The newly acquired scheduling software is on hand, but hasn't been installed by the IT director. The Commission urges that the installation be completed before the end of May 2013 so that it can be utilized for the scheduling of auditorium use for the year 2014. The old system will be used to start the process.
5. The house lighting has been misbehaving lately and will need to be examined to find the necessary corrective action. Commissioners Smith and Schneider will work on the problem.
6. Discussion was held about the design and implementation of the stage left storage area. As a School Department project, Mr. Smith will take the lead.
7. The meeting adjourned at 4:07 on a motion by Swift, seconded by Fredericksen..

Respectfully submitted, Arthur Olsson, Secretary