

The Auditorium Commission Minutes of Meeting Approved
9/20/12
Elm Street School Conference Room

Attendees: Commissioners Olsson, McAllister, O'Malley, Fredericksen, Swift, Smith, Oliver, and Schneider (by phone) plus Collette Valarde, Elm Street School Principal.

1. The meeting was called to order by Chairman Schneider at 3:48.
2. The proposed minutes of the previous May meeting were unanimously approved, on a motion by Smith, seconded by Swift.
3. The next regular meeting of the Commission will be held on Oct. 25, 2012 at 3:30 in the Elm Street School conference room.
4. Commissioner Smith reported that the renovation including painting the entire ceiling, and walls, and placing acoustic panels over the windows, painting the lobby and bathrooms has been completed. The on-stage lighting with energy efficient fixtures and upgrading the public address system is underway. The replacement of the asphalt and expanded parking in the two Elm Street parking lots has been completed. The stage left overhead shelf has been removed, but the piano box repair is pending. The new carpet runners in the auditorium have been laid. Mr. McAllister noted that the recently acquired tympani and drums are in need of removal, citing lack of backstage space, and he will convey this problem to the Symphony office. Mr. McAllister also noted that there are still a number of items backstage belonging to the Church. Mr. Smith will advise them of the need to clear them out.
5. Chairman Schneider discussed in some detail the remaining tasks on stage to install the new sound and lighting systems, about which he will be reporting at the next Commission meeting.
6. Mr. Smith will be scheduling the next backstage training session for the persons who will be operating there and who have not been already trained. He expects to schedule this session later in October.
7. The newly acquired scheduling software is on hand, but hasn't been installed by the IT director. In the meantime, the office staff in the school will be inputting dates for school functions.
8. The meeting adjourned at 4:10 on a motion by Smith, seconded by Swift..

Respectfully submitted, Arthur Olsson, Secretary