

The Auditorium Commission Minutes of Meeting Aapproved
10/31/12
Elm Street School Conference Room

Attendees: Commissioners Olsson, McAllister, O'Malley, Fredericksen, Smith, and Schneider.

1. The meeting was called to order by Chairman Schneider at 3:40.
2. The proposed minutes of the previous September meeting were unanimously approved, on a motion by O'Malley, seconded by McAllister.
3. The next regular meeting of the Commission will be held on December 20, 2012 at 3:30 in the Elm Street School conference room.
4. Chairman Schneider reported that the on-stage lighting with energy efficient fixtures and upgrading of the public address system is underway, and will be concluded by the end of the year.
5. Mr. Smith reported that the backstage training session for the persons who will be operating there and who have not been already trained took place in October, with two school staff members added to the list of qualified personnel.
6. The newly acquired scheduling software is on hand, but hasn't been installed by the IT director.
7. Mr. Smith reported that High Output completed a Stage Rigging inspection on October 24. Among its findings were the following:
 - a) On its General Condition, the stage area appeared to be well maintained, but the entire grid area has a thick layer of dust, which should be cleaned.
 - b) The amount of dirt in the dimmer tracks, after the construction work done this summer, needs to be vacuumed.
 - c) The Fire Safety Curtain required some adjustments, which were accomplished by High Output personnel. High Output recommends that the Safety Curtain be checked again in three months or so.
 - d) The fire curtain has a small tear, which should be repaired immediately, following their recommendation.
 - e) High Output also conducted a training session for the two applicants, as noted above.
 - f) A number of relatively minor suggestions are included in their detailed report, which is filed in Mr. Smith's office.
8. The meeting adjourned at 4:20 on a motion by Smith, seconded by O'Malley.

Respectfully submitted, Arthur Olsson, Secretary

