

Pukehiki Hall Society

Minutes of Meeting held 3rd September 2013 at 7.00pm

Present: Mark Kelly (chair), Viv Kelly, David Stevenson, Laura O'Brien, Maarten van Eerten, Helen Davidson, Lyn Samuels, Mark McCaughan, Bill Allen, Ross Linklater, John Ware,

Apologies: Graeme and Rata Garside, Lennie Allen, Gerald Newbury, Stuart Robertson

Financial Report: Full financial report not available as a number of subscriptions and donations have recently arrived in, (Ross estimated about \$2000). \$1000 gratefully received from the Peninsula Community Board.

\$2523 total cost of electrical equipment purchased / installed. Concern at \$779 for insurance of the hall (which is basically fire cover only).

Maarten is to email a further request for subscriptions / donations etc

In talking about further funding applications, Helen stressed the need for the society to raise at least one third of the total amount of the money. This could be a combination of actual cash as well as volunteer labour.

Report on new Switchboard and new wiring:

Approx \$2500 spent on the new wiring and the new switchboard, - considerably below the expected cost of getting an electrical company to undertake the work.

Grateful acknowledgement to Ray Hall for all his work, and oversight of the project (card to follow).

Ray to be asked to quantify the volunteer labour for purposes of funding applications.

General Business:

DCC reporting: David Stevenson to report to the DCC on work completed on the hall and further work needing to be completed. The DCC are requiring this information. David will also ask for an extension of time in relation to the rear wall.

Hoe Down Planning:

1. **Publicity:** Lyn Samuels to arrange for article / photos to go into the Star newspaper. Viv will arrange publicity through the Southern DHB. Maarten, Norcombe and Viv to update the mailing list.
2. **Signs:** Bill to organise signage outside the hall
3. **Flyers:** Maarten to use last year's flyer as a base but include photos of the last Hoe Down, and to put these on the website.
4. **Contact Person:** Viv Kelly to be the main contact person for ticket sales, etc.
5. **Start time for Hoe Down:** The doors will open at 7.00 – this will allow time for children to be well involved with activities before supper, etc. **Note: the tickets have a start time of 7.30 printed on them, so this will need to be altered to 7.00 on all tickets sold.**
6. **Mail drop of flyers:** Laura and Helen will do a mail drop of flyers to all letterboxes in the area.

7. **Hall decorating:** This will be carried out the day before the Hoe Down, but will be further discussed at the catering meeting.
8. **Raffles:** Mark McCaughan to coordinate the prizes for the raffles – all donations to Mark. It was decided to put all prizes into 3 or 4 good sized hampers rather than have a large collection of smaller prizes.
9. **Timing of Hoe Down evening:** Doors open at 7.00; Band to start playing at 7.30; Supper at 9.00; band (and dancing) to start again at 9.45.
10. **Price of tickets: \$35.00 for adult tickets, \$10.00 for teenagers, Gold coin for children. To simplify ticket sales, teenagers and children can be included on adult tickets, but these inclusions must be written on the back of the tickets.** There may be door sales available.
Gerald to be asked to look after ticket collection / sales at the door.
11. **Ticket Sales:** All those selling tickets to try to sell their allocation and to be **back in touch with Viv no later than 17th Sept** so unsold tickets can be redistributed.
12. **Catering:** Michael not available to coordinate catering this year. Those present were asked to think of somebody who could take on this role. If nobody is available, Mark suggested we pay a chef for the night – to be discussed further at the catering meeting.

Other General Business:

Charge out rates for hall hire: \$200 to be new hire out rate for the hall for bigger events such as wedding receptions etc. \$100 for lesser events. This will be a uniform rate, with no distinctions made between locals and non-locals.

Schedule of Projects for the Hall:

John Ware is prepared to spray paint the front and east wall of the hall with paint to be donated by Dulux. It was decided to proceed with the front wall to start with, and a working bee will be organised to tidy up the east wall prior to painting.

David Stevenson expressed concern about the rear wall deteriorating further, and felt that it needed to be made weather-tight.

After considerable discussion, the following schedule was agreed to:

1. Proceed with painting the front wall immediately. (This will make the hall look more presentable and hopefully attract more events; however it will not take the place of the wall being renewed with new weatherboards).
2. Immediately “band-aid” the back wall to prevent further deterioration (this can be achieved by nailing on some sheets of corrugated iron that are available on site).
John Ware to complete.
3. Proceed with the sub-floor / re-piling, etc of the front section of the hall as funds permit.
4. Re-clad the back wall with weatherboards.
5. Re-clad the front wall with weatherboards.
6. Demolish existing kitchen and replace with new kitchen.

Next Meeting:

The next meeting will be at 7.00 on Tuesday 1st October. This meeting will involve catering for the Hoe Down, hall decoration etc.