GVHT-7th February 2018 Village Hall, Emergency Meeting Booking Secretary and cleaner

Apologies- Jim Patterson (JP) Chair, Susan Macaldowie (SM) Roy Evatt (RE)

Present- Eric Easton (EE) Treasurer, Laura Edmonds (LE) Secretary, Sarah Ramsay (SR) Steve Blatherwick (SB) Kelly Burns (KB) Rob Freeland (RF) part.

**AGENDA-** Emergency meeting to discuss appointing new booking secretary and cleaner for the hall, as Avril is no longer continuing in the role.

It has been mentioned that Colleen would be interested in the cleaning position and Rob mentioned Viki Freeland would be interested to take on the booking secretary role.

* Jim and Laura to speak with Avril Friday 9th at 9.30 village hall, to discuss her role, what it fully involves, handing over the diaries and understanding any imminent appointments that may need dealt with. **JP LE**
* Jim to discuss with Colleen about her taking on the regular cleaning of the hall and the pre and post event cleaning. **JP**
* Jim to discuss with Viki Freeland her interest in taking on the booking secretary in an administrative role. **JP**
* Sarah has been speaking with Heidi Ingram who currently runs the Garvald website and has been updating the diary online for Avril and she has said we could make the system more user friendly and is happy to help us with this, Sarah to follow this up. **SR**
* All agreed there is a need to look at the current procedures we are using for events, as may need updating. Steve to collate all of these. **SB**

Next meeting- Sunday 25th February 2pm for update from these action points before housekeeping/work party.