
MDCA Tuesday meeting room hire

2 messages

Aileen Connell <aileen.connell@gmail.com>

Tue, Sep 27, 2022 at 8:10 PM

To: Mapua Bookings <mapuabookings@gmail.com>

Cc: Paul McIntosh <pmcintosh64@yahoo.com>, OurMapua email <info@ourmapua.org>

Hi Anita

The Exec have agreed to move the monthly Exec meeting back to meeting in person. Could we book the small meeting room for the 4th Tuesday of the month for the next 6 months (but not December). From 7pm to 9pm.

Paul also asked me to ask if you discussed the finishing time of the group that use the Bill Marris room before the MDCA on a Monday. We are concerned that if they overrun it reduces our set up time. This is now more of a necessity as we are running a public and zoom meeting.

Many thanks

Aileen

Mapua Bookings <mapuabookings@gmail.com>

Thu, Sep 29, 2022 at 10:34 AM

To: Aileen Connell <aileen.connell@gmail.com>

Cc: Paul McIntosh <pmcintosh64@yahoo.com>, OurMapua email <info@ourmapua.org>

Kia ora Aileen and Paul,

Thanks for letting me know, I have added the meeting room back to your regular bookings for: October 25th, November 22nd, January 24th, February 28th, March 28th and April 25th.

Yes Paul did notify me about requesting access to the Bill Marris room from 6.30pm so I have arranged with the Yoga group to move all their sessions from October to the Main Hall and updated the MDCA booking to 6.30-9pm.

Our lovely Community Hall is a busy hub with all facilities currently under high demand, this does mean tight change over times to bookings so please ensure you have included enough set-up and pack-up time into your hire. If you require more time on either side of the booking please let me know and I will endeavour to amend the booking times where possible.

Side notes, there is quite a lot of equipment currently stored in the Meeting room, this room is a very tight space and also in high demand so it must not be used as a storage space, if any of these belongings are for MDCA please remove or get in touch if you wish to find some permanent storage space in the available cupboards.

Also I still have a pile of Survey Forms in the office from May which is concerning as they will not be included in the collation of data.

Ngā mihi

Anita Green

Hall Coordinator



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Office Hours: 9.30am - 12.30pm | Monday, Wednesday & Thursday

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