

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, January 12, 2016

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown, CT

Chairman Margot Hall called the meeting to order at 6:30pm

Present: Margot Hall, Marie Smith, Jennifer Chaudhary, Anna Wiedemann, Mary Fellows (7:30pm)

Absent: Jim Juliano

Also Present: Sheila Torres, Tom Mahoney and four members of the public

Public Participation – Terry Sagedy, Chairman of the Newtown Arts Festival and an auxiliary member of the Cultural Arts Commission spoke about forging a better relationship between the groups. During the month of September last year there were several events that occurred at Edmond Town Hall. They will be doing the same format again this year and hopes that Edmond Town Hall will partner.

Tory Gozzi of the Newtown Centre of Classical Ballet - They did their spring show here last year last year. They did a dance show that is free and Edmond Town Hall provided space at a reduced rate last year. They had about 300 people per show and concessions did well. The date is booked for this year and is requesting the same rate as last year.

Jennifer Rogers came to discuss the classic film series. She was informed that ETH wanted them on Thursday's. There are a couple movies that they wanted to show that do not work on Thursday's. Dr. Zhavigo is one because it is a three hour movie. Grease would be another; it is a family show which they can create an event around it. She can work with Thursday's the majority of the time but a few Sunday's would be ideal. She has sponsors to cover the costs of the licensing so ETH would receive 100% of the ticket sales.

Sheila Torres introduced Wes Thompson to the member of the board. He is a SCORE mentor which gives advice to small businesses. He is also on a few boards at Danbury Hospital. He has been assisting ETH with a business plan.

Report from Theater Coordinator – Tom Mahoney reported that the Intern was the free movie for December. On December 13, they did the Sound of Music and it was very well attended. The 19, Sabrina's Encore Productions did Elf the musical. This weekend is a holiday weekend and they will be showing Disney's the Good Dinosaur. On the 16th they will be showing the Patriots playoff game.

Approval of the Minutes – Anna Wiedemann moved to approve the 12/8/15 meeting minutes as presented. Jennifer Chaudhary seconded, motion unanimously approved.

Correspondence – They are getting a lot of letters from people purchasing the chairs.

Report from Chairman – Margot Hall reported that the biggest concern was getting the budget document together. Sheila Torres explained that they are actually in good shape and that she spoke with the Financial Director Bob Tait. Because of the detail in the document they may not have to go in front of the Board of Selectman.

Report from Operations Manager – Sheila Torres presented her report (Attachment A) There is an odor in the VNA closet. Someone from the Waste Water Treatment plant came to look at it and will come back tomorrow and do a smoke test.

She would like to schedule a visions meeting with the commission. Wes Thompson has experience with this and has agreed to facilitate. The first and third Tuesday in March was good for members present.

She also reported that she is trying to get more detail for the CIP. The next item they want to look at is ductless AC because they are more efficient. This year is the boiler, next year is the ductless AC and the third year is the engineering study for the parking lot.

There are 14 lights around the building that are out. This is not only a safety issue but also a security issue. Sheila has contacted a few electricians for quotes.

Approval of monthly bills – Jennifer Chaudhary moved to approve payment of bills in the amount of \$53,338.43. Anna Weidemann seconded, motion unanimously approved.

OLD BUSINESS

Report re Status of Fire House repurposing – Mary Fellows reported that Archer Engineering is coming on January 22 and will do a walk through with her. There is interest from other art groups but at this time no one is stepping up. There needs to be a partnership with another commission for this to work. She is trying to put a group of people together to do a scope and see what kind of purpose it can have. If it is up for demolition and they find a use for the building, maybe the town will use the demolition money as seed money for the new purpose.

Continue discussion/action re 2016/2017 budget document-revised 1/4/16 CIP-priorities – discussed in the Operations Manager's report.

NEW BUSINESS

Comments/approval of Annual Wrap Up Article – to be posted on web site – no comments.

Approval to designate “red box” donations for theater improvements to fund sound system improvements – Mary Fellows moved that red box donations are designated for sound system improvements. Anna Weidemann seconded, motion unanimously approved.

Discuss brick work repairs needed in rear of building-north and south corners – A lot of the bricks on the corners need to be repaired and there is no cap on the fire place. She received a quote from the mason that did the knee wall in the gym. It is very expensive but this is a safety issue. Sheila will work on getting more quotes.

Comments from Board members – Margot Hall brought job descriptions for the subcommittee and gave them to Marie Smith, Jennifer Chaudhary and Sheila Torres. She also provided the Will and Trust Agreement to all members for their records.

Having no further business meeting was adjourned at 7:48pm

Arlene Miles
Clerk

ETH MANAGER'S REPORT – January 12, 2016 – Sheila Torres**Highlights**

- Meeting with P. Llodra to discuss the budget focused on Budget summary which had the budget highlights and contributions to the community. Pat expressed interest in the pro bono/discounts page as potential additional revenue for the building. She suggested advanced communication and conditioning for people as to the changes in our policies. She also suggested that the building become a “cultural arts center” and that the building find new ways to generate additional revenue since we will spend all our funds by 2017 and the movie business is in decline. She also suggested getting higher rents for our more valuable spaces, which are the two on the south side of the building. Bottom line is that we need to cut \$100K in expenses or add \$100K in revenue.
- Continuing to work with Wes Thompson on business plan. My goal is to have a plan for review for the March meeting so we can begin implementation July 1, 2016.
- We have sold 26 chairs as of 1/7/16. I have sent out 14 letters, will send remainder soon. Waiting to hear from Mary Hawley Society about process for the check payments.
- Received donation of \$185 designated for theater sound system from renters who used theater to show a movie their son produced. Miller family in Newtown.
- We have a new customer using MR2 on Thursday nights to teach painting to adults.
- Azra will work on matching budget document to our Quickbooks accounts so we can more easily and quickly pull up our budgets and avoid duplicating work.
- Golden Opportunities published an ad in Bee thanking us for our Giving Tree efforts.

Decisions Needed/ General Notes

- Schedule a visioning session for the Board of Managers. Need date(s). I will ask Wes whether he wants to facilitate or we can get somebody else. It may cost some money.
- Need approval to put annual wrap up article on web site, part of conditioning process.
- I have a high-level CIP for the next five years. I am working on putting detail behind our CIP request. The key priorities are: 2015/2016 boiler; 2016/2017 air conditioning in Alex and in meeting rooms; 2017/2018 parking lot improvement plans.
- Receiving over \$100 monthly in red box donations and would like to begin collecting them to use for our sound system improvements.
- The brick work in the rear of the building on the north and south corners will need repairs beginning in spring. I got a quote from the mason and will line up the work in early spring. The amount of \$20,000 has been put in our budget.

Work Completed - Maintenance/Repairs/Other

- Broken exhaust fan in the VNA closet has been repaired. Have requested that Fred Hurley's staff explore the area to confirm nothing unusual is going on with sewer.
- Will need to get plumber to repair or replace flush valve in men's room. Our staff tried, but could not fix it. Will also continue the toilet replacement project with the toilets in the theater dressing rooms because we have a lot of productions coming up this spring.