

Edmond Town Hall Board of Managers
Regular Meeting
Tuesday, March 8, 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, Mary Fellows, Jim Juliano, Anna Wiedemann

Also Present: Sheila Torres, Tom Mahoney and Andy Clure

Public Participation – Andy Clure, Winton Farm Road – Mr. Clure explained that as a member of the BOE, he has been attending the BOF meetings. A few meetings ago, they asked certain departments to speak about their budget but not the Library and Edmond Town Hall. Both, however, were in attendance at the meeting. The Chairman saw Margot Hall and asked her to answer some questions which she was not prepared. At their last meeting they made a motion to cut \$25,000 out of the Edmond Town Hall budget. The proposed budget is an increase from last year and so is the Library which is a larger increase. They glowingly talked about the library. Mr. Clure suggested they board do more of a PR campaign so people know what they do.

Report from Theater Coordinator – Tom Mahoney reported that the Cultural Arts did two films, Dr. Zhivago and An Affair to Remember. They will be showing Sabrina on March 31.

The Peanuts and The Martian were shown and they did very well. The next free movie is this weekend and they are showing Daddy's Home. They are going to be starting Star Wars on the 25th. They are going to do March Madness but it will not be for a few hours each day.

Approval of the Minutes – Marie Smith moved to approve the 2/9/16 meeting minutes as presented. Anna Wiedemann seconded, motion unanimously approved.

Anna Wiedemann moved to approve the 3/1/16 meeting minutes as presented. Marie Smith seconded, motion unanimously approved.

Correspondence – Sheila Torres sent a thank you to the people that donated the music system. Margot Hall received a letter from the Legislative Council requesting answers to questions regarding the budget. She and Sheila Torres got the answers and forwarded them back to the LC.

Report from Chairman – Margot Hall reported that she went to the bid opening on the boiler. The bid was accepted but it can't be awarded until funds are available. They will be doing a special appropriation and once it goes through the boards they can sign the contract.

Report from Operations Manager – Sheila Torres report is attached (Attachment A). She also reported that they have done incredible work on the doors that were in the boiler room and put them up in the shower. The downstairs inventory room will be turned into a staff room and the current staff room will be used to store items from the boiler room. Mary Fellows articulated that she did not think the staff room should be moved.

Approval of monthly bills – Anna Wiedemann moved to approve bills in the amount of \$34,954.41 for the building and \$9,9741.61 for the theater for a total of \$44,696.03. Jennifer Chaudhary seconded, motion unanimously approved.

OLD BUSINESS

Report re Status of Fire House repurposing – Tabled

NEW BUSINESS

Theater Advertising – Andy Clure presented a proposal for him to do the sales for the theater advertising. This is what he does and he has a passion for it. Edmond Town Hall needs to generate any and all revenue possible. Currently there are 6 paid advertisers and his goal is a minimum of 20 a month. The contracts and the billing would come through Edmond Town Hall. He would execute the contracts, renewals and creative which he has an outside source. Mr. Clure's proposal is for 30% of the advertising fees.

On Screen Advertising – Mary Fellows discussed a company, Pecan Pie, that could do the on screen advertising. Bethel Cinema uses them. They have local programming and cost is 50% of the sales. They also have national ads that you get 6 cents per person. With the average attendance of 5000 people per month, that would mean an additional \$10,000 a year from the national advertising alone. They have reps that work with theaters on their level. When Southbury opens up Mary Fellows is concerned that they will not be on the same level. They are very community driven and they follow guidelines for what is appropriate. The board needs to think about stuff that can be implemented and sustained.

Margot Hall moved to give Andy Clure the opportunity of securing and production of ads for a year. Marie Smith Seconded. Mary Fellows articulated that this is putting a tiny patch on a huge leak. Jennifer Chaudhary amended the motion to be evaluated in 6 month, Anna Wiedemann seconded. Amendment unanimously approved. Motion passes 4 YES (Hall, Smith, Chaudhary, Wiedemann) to 2 NO (Fellows, Juliano)

Administrative Project – Sheila Torres requested help in the office to get the files purged and organized and to create spreadsheets of equipment and maintenance contracts. This should only take 30 to 40 hours and is a finite project.

Margot Hall moved to approve the request from the Operations Manager to hire temporary help for a maximum of \$600. Mary Fellows seconded, motion unanimously approved.

Summer Internship(s) – When the budget was developed they added in the potential of a summer intern. There is a laundry list and most of them are on the theater side. She would like to see someone that can be developed. They would serve as back up projectionist. Learn how to adjust the movies and do a live performance tech manual.

Mary Fellows moved to hire an intern from May-August 2016 for up to 40 hours per week.
Anna seconded motion unanimously approved.

Comments from Board members – NONE

Having no further business meeting was adjourned at 9:00pm

Respectfully submitted,
Arlene Miles, Clerk

Attachment H

ETH MANAGER'S REPORT – March 8, 2016 – Sheila Torres

General Notes/Decisions Needed

- Determine additional two dates for visioning based on Board's schedule.
- Had several Fred Hurley referral visits for VNA closet issue, the issue remains. I have contacted Battistone for a quote on relining the faulty stack. This is a more economical and less troublesome alternative to dealing with the issue because it does not require digging or breaking walls.
- Need additional information on Vendini account so that I can respond to Jen Rogers and others.

Highlights

- Flagpole Radio had a very successful show on March 5. Martin Blanco indicated it was the easiest and best loading and experience they have had at Edmond Town Hall in 7 years.
- Have not heard from Board of Realtors on purchase of row of balcony seats.
- Allan Platt of Yale School of Architecture will be contacting me after March 23 to discuss how their organization may be able to help our efforts. I am particularly interested in their knowledge of grants from private foundations, etc.

Work Completed - Maintenance/Repairs/Other

- Sewed and installed curtains for blocked windows back stage because the others had been lent by Lathrop and they needed them for something else.
- Have installed doors in dressing room bathrooms. Previously there were shower curtains there for privacy. The doors have been down for at least 15 years. They have been painted and installed and with new handles and hardware.
- Gym windows have been completed. The blinds are almost complete, still missing some hardware and a couple of slats which are due to be sent by Hunter Douglass.
- Downstairs inventory and storage rooms have been painted and are being converted into a staff room so that the workbench and tools which are in the Boiler Room can be stored in the current staff room.