

ETH Board of Managers

March 12, 2019 6:30 pm

45 Main St Mary Hawley Room

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING

Present: Margot Hall, Herb Rosenthal, Lisa Schwartz, Jen Chaudhary, Jen Guman, Marie Smith

Also Present: Sheila Torres, Don Gamsjager, Pres, DNR

Ms Hall called the meeting to order at 6:33 pm

Ms Guman is still waiting for the write up from the town attorney for the permanent liquor application.

A preliminary financial analysis by Mr Rosenthal of the position changes and revenue generating position added is affordable if done correctly. Mr Rosenthal is still working on specifics for the programming and marketing of the theater position.

Mr Gamsjager gave a report on the progress of the theater renovation currently going on. He discussed milestones and timing. It is going very well there will be more room in the wings due to the ability to remove the cage. Both will remain open space now. Major demolition is already completed. New electrical is already underway. He discussed many items with the board that would make the venue more desirable to a renter. Fire curtain is no longer needed according to the state. This will gain a foot of space on the stage. Purchasing agent is handling the ramp separately. Ms Torres will follow up on the ramp progress.

Wiring for the LED is being done. The lights can be purchased later. All the 1930 electrical is now gutted. Robotic LED light for podium is in the scope. They will prepare a new tech package for rental purposes. Theater lighting is increased currently there are not enough lumens. Curtains are set to be hung the 11st week of April.

Mr Mahoney sent report to members.

Ms Chaudhary moved to approve minutes of 2/19 with following amendment Mr Rosenthal 2<sup>nd</sup> amendment - Ms Chaudhary requested the new format of reporting to continue. Approved as amended.

Ms Guman moved to approve the minutes of the personnel committee minutes from 2/19 2<sup>nd</sup> by Ms Smith – approved

Ms Hall reported that the budget was presented to the BOF and moved forward to LC as submitted.

Ms Torres - report attached

Ms Torres to send notes from Brett Elliott meeting to members. The meeting was very helpful. Mr Voket is going to be the warm up for the cabaret acts this month. Ms Torres showed a sample of a lighting fixture for the outside poles. Ms Torres will bring quotes for a movable beer fridge to the next meeting.

Chamber of Commerce will host the Newtown Day 7/27 board wishes to participate the same as last year.

FUN will borrow the blue lights for autism awareness month.

Seats in need of repair 16 need upholstery and 6 need parts. Company out of business so Ms Torres is having difficulties finding them.

Mr Rosenthal moved to spend \$39,248.39 on building expenses and \$12,519.45 on theater expenses totaling \$51,767.84 for this months expenses. Ms Chaudhary 2<sup>nd</sup> – approved

No old business

New Business -

Mr Rosenthal moved to authorize digital check services 2<sup>nd</sup> by Ms Guman approved

Mr Rosenthal inquired as to the status of the Borough's contribution for the year. Ms Torres reported it has not been received yet.

Ms Chaudhary moved to enter executive session to discuss lease/rental of the gym and to include Ms Torres with Ms Schwartz 2<sup>nd</sup> approved at 8:06.

Board returned to public session at 8:37

Motion made by Mr Rosenthal to approve a rental contract with Newtown Youth Wrestling Association (NYWA), as discussed in Executive Session. Motion 2<sup>nd</sup> by Ms Guman and unanimously passed.

There being no further business, the meeting was adjourned at 8:38 pm.

Respectfully submitted,

LeReine Frampton, clerk



Edmond Town Hall Board of Managers  
Personnel Sub-Committee Meeting  
MINUTES

The meeting convened on Tuesday, February 19, 2019 at 6:20 P.M. in the Mary Hawley Room, Edmond Town Hall.

Present: Marie Smith, Jennifer Guman, Margot Hall

MOTION made by Jennifer Guman and seconded by Marie Smith to recommend to the Board of Managers the hiring of Lauren DeMartino to fill the vacant bookkeeper position.

Motion unanimously passed.

Having no further business this meeting adjourned at 6:25 P.M.

Respectfully submitted,

Margot S. Hall  
Chairman

## ETH MANAGER'S REPORT – 12 Mar 2019 – Sheila Torres

### Highlights/New

- Attended meetings with **Brett Elliott** with Brett Elliott of The Katharine Hepburn Cultural Arts Center on Feb 22.
- The first Dark Night Cabaret was lightly attended but I have received many requests from performers who wish to be involved and we are getting more brisk online sales for the next event on Friday, March 15.
- Have completed forms for digital deposits. Have also been working with Lauren DiMartino on automating as many office processes as possible so that she can take on more calendaring help.
- **I will be on vacation starting March 18. I will return to work March 25.** Lauren DiMartino will fill in while I am gone. Lauren and the rest of the building staff will be meeting on Wednesday to go over all that will take place while I'm gone so operations can continue as usual. Jen Guman has agreed to fill in for me at the bar on Friday, Mar 22<sup>nd</sup>
- **The following projects will be taking place during the dark period:** Tagging of balcony chairs, painting of theater wing space black, repair of leaking bathroom urinals, exploring upholstery of the theater chairs by local vendor, implementing two machines in concession and credit cards, thorough cleaning of concession stand and refrigerators, countertop and organization of box office, updating and improving web site, process work with Lauren.
- **Decisions Needed**
- Live Events for the Coming Year – how many, when to start booking them, budget
- Bar Issues – Need to invest in bar equipment that will help keep alcohol at constant temperature and reduce waste.
- Standard Process/Templates for concert bookings
- Permanent License - I have completed all licenses for the Cabarets. If we have one or two live performances each month we will not be able to have a bar at all because the maximum is 12.
- Outside lamppost sample.
- Newtown Day – July 27 – Do we want to participate
- FUN is requesting use of the blue lights for Autism Month

### In Progress

- **Alexandria Room AC Project** – This work on this project was finished today, March 12. The only thing left to do is the balancing, which requires waiting until a warm day to turn on the unit.
- **ADA Bathroom Project** – Hygienix sampled the walls and I'm waiting for the results so that we can move forward with this project.
- **Theater Safety Project** – DNR began on March 11 after the asbestos air quality results came in. So far all is going as planned. I have asked Rick Spreyer for assistance with closing the floor gap to improve safety of performers. This gap or gutter used to house footlights, but footlights are no longer used.
- **Elevator Shaft Storage** – Will be working with locksmith to put lock on cab so that we can open these if needed. Mike Manka will be creating the closets. The Avielle Foundation
- **Budget** – Met with Board of Finance. They are recommending that the figure suggested by the Board of Selectmen (\$125,000) be forwarded to the Council.
- **Chair Tags** – This project will begin the week I return from vacation.
- **LED Interior Lighting Project** – Tom McShane explained that the lamppost near the driveway may require digging. It could increase the cost. He will give me an updated figure.
- **Broken Theater Seats (Orchestra Section)** – Spoke with a Massachusetts company to get a second opinion on the chairs. Their assessment was less hopeful. They do not believe that we will be able to create parts because the chairs were custom. They can, however, replace the chairs with chairs that look the same. This

would be more costly. They cannot do this for several months. I am going to give the Indiana company a try to see how they do. However, I am reluctant to get rid of seats because the May Brainstorm is sold out once again.

### **Work Completed**

- **AC Project** – On the next warm day, we will turn it on for balancing and we can begin using the unit as needed.
- **Updated QuickBooks** - Lauren has begun using an updated version of QuickBooks that will allow us to improve invoicing efficiencies.
- **Dark Night Cabaret** – Completed line-up of the bands and bar licenses. Just completed the lining up of John Voket today as the opening/warm-up artist.