

ETH Board of Managers

April 9, 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, Tom Mahoney, Lauren DiMartino

Ms Hall called the meeting to order at 6:30 pm

Ms Hall expressed deep sadness in the passing of Dr Richman and is hopeful that the good work that was started can be continued. It is such important work and affects so many.

Mr Mahoney reported two movies for spring break some of the items for this month and last were postponed. Looking forward to a full schedule in May. Mr Mahoney sent a full report to the members.

Theater tour was exciting, surprising and beautiful. It is so nice to see the progress.

Lauren DiMartino, the new bookkeeper, was introduced to the board. Ms Torres reported on how well things are going and how happy she was with her coverage while Ms Torres was away on vacation. She anticipates many efficiencies to be brought in.

Permanent Liquor license - It is easier to obtain through the Mary Hawley Society. Don Studley spoke with Mr Rosenthal and said they will be meeting and adding some new members. Once the new members are added they will discuss their part in the liquor license project.

Financial analysis of ORS recommendations – the next step is to meet with the staff regarding job description changes.

Ms Chaudhary moved to accept the March 12th minutes, 2nd by Ms Smith. Approved

Correspondence – Miss Diane, of Lathrop School of Dance, thanked the board and staff of ETH for the support and cooperation over the past 60 years. She will be retiring and passing the torch to Miss Tamara as of June 30th.

Bridge group – They will be having a fund raiser on June 19th for Alzheimer's. They have reserved the gym and Alexandria Room.

Discussion on the success of the Friday night cabaret events. Discussion on continuing the cabaret even with the movies on Friday night. Feedback on the events were that they were a lot of fun, a very enjoyable evening looking for food options.

Rec'd. for Record 4-11 2019
Town Clerk of Newtown 12:35pm
Debbie Aurelia Halstead

Credit card machine was ordered and will be installed after the break. This will allow the concession stand to ring up ticket sales as well on the slow nights. With two machines the lines will move along at a steady pace.

Discussion on visit to The Kate in Old Saybrook and The Ridgefield Playhouse. They both were very generous sharing the techniques used to raise funds, memberships and their use of sponsorship programs. Many of these ideas fit in with the plans of the board.

Ms Torres - report attached

Mr Rosenthal moved to spend \$43,822.94 on building expenses and \$450 on theater expenses totaling \$44,272.94 for this months expenses. Ms Guman 2nd – approved

No old business

Music Series is coming along nicely. Ms Gaines Flagpole Radio has booked dates for 7 events from fall into next spring. Commitments from Sinatra and Martin act, Whiffenpoofs, Grateful Dead tribute dates are being set. Looking into Doo Op group and possibly Motown group.

New Business –

Private movie screening is tentatively booked for October 7th. This is a cast and invited guest only event. They usually use the Bethel Cinema but the date was not available. The board is hopeful this will open up other opportunities of this type. The board will be allowed to have bar and concession sales at the event. She would like to work with the Mary Hawley Society on this fundraising initiative.

Ms Chaudhary moved to approve theater rental for the private movie screening on October 7th as discussed. Ms Schwartz 2nd approved

Ms Schwartz discussed the idea of using the dark night style events as a fundraiser to “light up the night” and have the funds go towards the lighting project. She was thinking of using Bob and Josie Schmidt’s Oldies Review as a kick off event.

Ms Smith moved to enter executive session to discuss rental rate for certain space and include Ms Torres 2nd by Mr Rosenthal approved 8pm

Board returned to public session at 8:20pm.

Motion made by Mr Rosenthal and 2nd by Ms Schwartz to adjourn the meeting. Approved

There being no further business, the meeting was adjourned at 8:22 pm.

Respectfully submitted,

LeReine Frampton, clerk

ETH MANAGER'S REPORT – 9 Apr 2019 – Sheila Torres

Highlights/New

- I would like to thank Jen Chaudhary and Jen Guman for their assistance with bar and other matters during Dark Night cabarets.
- Notes from visit to The Kate are attached. We learned a great deal from this visit.
- Theater opened quietly on April 6 with the movie 'Green Book'. All critical project items were complete. The following items are expected to be completed this week provided we can get the necessary technician: the electrified lighting pipes in the house.
- The Dark Night Cabarets were a success. Although the first was lightly attended, the second and third had good attendance and we received favorable comments about this format. Unfortunately, due to circumstances we had to cancel the last one, but we will bring it back in the future.
- Have completed forms for digital deposits. Have also been working with Lauren DiMartino on automating as many office processes as possible and she has been taking on a lot of calendaring help.
- Lauren DiMartino did a wonderful job filling in while I was on vacation. Her assistance was invaluable.
- **The following was completed during the dark period:** Al has painted the theater wing space black but has not been able to complete the entire wing space due to the ongoing work, has made a great deal of progress. He also painted all four elevator lobbies and the peeling wall in the Newtown Arts Room. We are waiting for the parts to arrive so that we can repair the leaking bathroom urinals; I met with Fairfield upholstery to discuss seats and have some good candidates for fabric. The cost will be \$50 per chair. He suggested I buy a couple of bolts of fabric once I decide because fabrics come and go. He also suggested that I check with Chintz and Prints for additional fabric choices. I will do that later this week. The implementation of the concession machine will need to wait until after the break. It had been scheduled for the Monday I returned and we were unable to complete that work due to circumstances. I did purchase a used I-pad that we can use with Square to accept credit cards. It will require that we account for credit card sales separately, but I think it's a smart way to learn what demand is without having to buy a new system or expensive equipment. We already have a Square account and the ipad was much cheaper than the almost \$600 plus that Sensible Cinema requires for their credit card equipment. The concession stand cabinets were repaired and the ice machine was sanitized by Bob, but additional work will happen on Wednesday to ensure thorough cleaning. Bob also installed a new counter in the box office. He will be completing some shelving. Lauren has been extremely helpful in streamlining invoicing and calendaring processes. She has been a big help and she was also instrumental in helping organize the cabinets in my office while I was gone. Tagging of balcony chairs (we start the tagging week after next, template will be created this week).

Decisions Needed

- Live Events for the Coming Year – how many, when to start booking them, budget
- Should we think about doing 'Friday Cabarets' during a certain time of the year?
- Upgrade the smokeheads in the theater to make them addressable. I have a quote from our vendor.
- Bar - I will be sending Board some sample bar equipment during the month of April to help us invest in bar equipment that will help keep alcohol at constant temperature and reduce waste.
- Standard Process/Templates for concert bookings
- Permanent License - I reached out to CT Liquor Control to inquire if they could credit us for the license we were unable to use, but have not heard back
- Outside lamppost sample – I have a new sample. However, I want to ask them to bring a true to life sample rather than the oversized samples they keep bringing. I will be sending pictures of the ones in the bank, the Congregational Church and on Church Hill Road.

In Progress

- **Alexandria Room AC Project** – The balancing will take place Friday, April 19, after which we can use the AC and the project will be complete.
- **ADA Bathroom Project** – Monday Apr 15 I will be meeting with Chris Carney to over the specs for this project.
- **Theater Safety Project** – The floor gap for the footlights will be completed 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** – Mike Manka has done a great deal of work. They shafts are almost complete. I will ask Al and Bob to put vinyl tile on the plywood floors so they stay clean.
- **Budget** – Have not heard more about the budget.
- **Chair Tags** – This project will begin the week after Spring break.
- **LED Interior Lighting Project** – Tom McShane brought sample. Will ask him to bring a true-to-life size sample.
- **Broken Theater Seats (Orchestra Section)** – Spoke with the company in Indiana about the necessary repairs to the broken chair. They expect to be in Connecticut later this year, but I am still trying to find a machine shop or tool maker locally that can help me with parts. I really would prefer to work with a local vendor on this.
- **Work Completed**
- **AC Project** – On April 19, we will turn it on for balancing and we can begin using the unit as needed.
- **Theater** – All critical items complete. The pit, the ladder and the electrified house pipes are still in the works.
- **Painting** -
- **Dark Night Cabarets** – Completed the series (except last one) and overall was a success.