



Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, March 10, 2020 - 6:30 P.M.
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, Connecticut

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING.

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

Absent: none

Also Present: Jen Rogers, Operations Manager - Sheila Torres, Theater Manager - Tom Mahoney, Kim Chiappetta (clerk)

Call to Order: Ms. Chaudhary called the meeting to order at 6:32 p.m.

Ms. Chaudhary welcomed Ms. Rogers to join the meeting to give an update on the Someday Cinema Series. Ms. Rogers explained to members that she has been working with Mr. Mahoney to confirm dates for the next series. (*Refer to Attachment A.*) She presented the movies that will be shown and noted some of the sponsors. More specifically she told the group that a perfect movie print of the film "The City Without Jews" was found in 2015 and the Austrian Film Society had it professionally restored. The showing at the ETH will be first in New England and there are special plans for the event. The group discussed the showing times for the Someday Cinema Series and the fact that movies will be shown during the summer. Ms. Chaudhary said that the Someday Cinema Series event was already approved and asked if the Board needed to do anything else. Members agreed that the detailed coordination can be handled between Ms. Rogers and Ms. Torres.

Report from Theater Coordinator:

Mr. Mahoney reported to the members that this week's movie is "A Beautiful Day in the Neighborhood" and it is doing pretty well. "Jumanji the Next Level" will be shown for the free movie weekend Friday, March 13th through Sunday, March 15th. Movies to follow are "Knives Out", "1917", "Little Women" and "The Invisible Man", and "Call of the Wild". Ms. Torres said that people have been asking for the movie "Parasite". The Pomperaug Woods program for seniors has been postponed. The Flag Pole Radio Café is scheduled for the March 21st and the Brothers Revival Concert on the March 28th.

Report and Comment from Chairman:

Permanent Liquor License:

Ms. Chaudhary began by telling the Board that she received an update from the First Selectman informing her that Representative Mitch Bolinsky and Representative J.P. Sredzinski are working with a ranking member of the Police Department to get the language inserted into a bill.



Borough Zoning:

Mr. Rosenthal told the group that the Borough Zoning meeting scheduled for Wednesday, March 11th is being rescheduled. Ms. Chaudhary urged members to attend the rescheduled meeting in support of the Borough landmark building application.

Thank you:

Ms. Chaudhary thanked Ms. Schwartz for her service on the Board and explained that she will be stepping down. Ms. Chaudhary said that there is one person interested in taking her seat and will be sharing with the group this person's information.

Ms. Torres has sent out an update on the ETH planning regarding the Covid-19 virus and employees and tenants. Ms. Chaudhary explained this is to ensure the ETH is properly prepared. She continued that the BOM April meeting may be held with a remote dial-in for members but per FOI requirements the meeting room will be opened with a phone on conference call for members of the public.

Approval of Minutes:

Ms. Guman motioned to approve the minutes of the regular meeting held on February 11th.
Seconded by Ms. Smith. All in favor.

Report from Operations Manager (Refer to Attachment B):

Ms. Torres presented the Manager's Report. She told the group that she received a few cancellations and received calls to see what would be done if the building was closed. Ms. Torres has been logging revenue losses, so if there is a way to be compensated she will have the records. The group talked about the Brothers Revival show and Ms. Guman pointed out that people are still buying tickets.

Financial Review (Refer to Attachments C):

P&L / Aging Report:

Ms. Chaudhary told members that Ms. DiMartino – ETH Bookkeeper/Finance sent the out reports. A draft of the forecasting document was sent to Ms. Guman.

Aging report:

Members reviewed details of the report.

P&L:

Ms. Chaudhary noted that the lower meeting room was rented allot. Ms. Torres answered that there many public meetings being held that they did not have before. The group reviewed the details of the report. Mr. Rosenthal highlighted that the total income was up over a year ago, but so were the expenses.

New Business:

Community Center Meeting Update:



Ms. Chaudhary told members that she and Ms. Torres met with the Mr. Ariniello - Director of the Community Center and Ms. Walsh - Chair of the Community Center Committee as partners in the community and discussed what both the Community Center and ETH are doing. The meeting was very helpful and provided a lot of good information. Ms. Torres told the group that the Community Center has been advertising ETH events on their screen located in the main area. She also said that Mr. Ariniello suggested the idea of the Community Center offering a Parents Night Out during ETH events where children can be entertained with activities at the Community Center while parents are at the ETH show.

Community Announcement:

Ms. Chaudhary began with a bulletin Ms. Guman drafted regarding Covid-19. This document would go out to the subscriber email list and contain a link to the town website which states recommendations and how the situation is being handled by the town. Ms. Guman recommended also adding this bulletin to the ETH website. Ms. Chaudhary requested it also be added to the ETH Facebook page.

Mr. Rosenthal motioned to have the notice sent out and posted. Ms. Schwartz seconded. All in favor.

Mission Statement Revision:

Ms. Torres suggested that they revisit the mission statement. The current mission was written at the beginning of the process and was from more of an internal perspective. It would now be better to clarify so it is clearly understood by outsiders. The group reviewed and agreed on the new proposed mission statement.

Ms. Schwartz moved to approve the proposed mission statement excluding the 3 – 5 year time frame. Ms. Guman seconded. All in favor.

Employee Compliance Training:

Ms. Chaudhary reminded members of the sexual harassment prevention training. She reached out to the town and found that there was training and ETH employees would be able to attend the make-up sessions. Ms. Torres said Mr. Lord – Cyrenius Booth Library Director reached out and invited ETH staff to a Friday session at the library.

Unfinished Business:

Music Series/Sponsorship Update & Extension Request:

Ms. Chaudhary said that she received a call from the Newtown Bee regarding the March 28th Brothers Revival show. The BOM needs to decide whether or not to postpone. Ms. Guman explained that they have already paid the deposit and if a decision is made to cancel they may lose it. The group discussed that the Governor issued a public health emergency and how the BOM should handle upcoming events and movies. Mr. Rosenthal added that there may be a



lesser attendance if the show is still held on the upcoming date. He also explained to the group that according to the State statutes, each town can take their own emergency actions. The group discussed how to handle parties and renter events and all agreed to provide a credit when possible and if necessary provide a reimbursement. The group continued to discuss the *Brothers Revival* show and all agreed that it should be postponed until further notice.

Mr. Rosenthal moved to reschedule the *Brothers Revival* show until a further date. Ms. Guman seconded.

Ms. Hall asked what would be done regarding the sponsors. Ms. Guman explained that they would notify the sponsor that the event is being postponed. Ms. Chaudhary added that they need to be prepared for people unable to attend the rescheduled date requesting money back. Mr. Rosenthal said they need to stop selling tickets.

All in favor.

The group discussed sponsorships for the remaining series. Ms. Guman reminded everyone that the BOM decided to go forward with the music series once they reached their goal of \$20,000 which is very close. She suggested to move forward and book the bands. Ms. Chaudhary recommended giving the *Brothers Revival* first date choice before reserving dates with the other bands. The group also agreed upon a sponsorship cut-off date at the end of March.

By-Laws (Refer to Attachment D):

Ms. Hall recognized Mr. Rosenthal's updates to the by-laws and they discussed some of the details. Ms. Hall read the proposed changes (*Attachment D*) to the group. The group discussed and accepted that the suggestion to add "set by the Charter of the Town of Newtown" will not be added.

Ms. Guman motioned to accept the changes to the by-laws as discussed. Mr. Rosenthal seconded. All in favor.

Movie Schedule Analysis:

Ms. Chaudhary and Ms. Torres met and discussed Ms. DiMartino's documents. The documents contain really good information, but Ms. Chaudhary and Ms. Torres found that there needs to be some adjustments before sharing with the group. Ms. Chaudhary hopes to have them completed next month.

MHS Update:



Ms. Schwartz told members the Mary Hawley Society is supposed to have a meeting tomorrow. They have worked on their mission statement, set-up on-line banking and are looking into getting a laptop. The Society would like to set-up a haunted house as a fundraiser. Ms. Chaudhary reminded that as they are coming up with plans they need to get final approval from ETH BOM.

Lighting Update:

Ms. Torres said that Mr. Spreyer, Purchasing agent, has selected Sound Stage to come in and do the lighting. DNR will be coming in to work on the sound system so that it is self-contained and the lighting is separate. The lighting install will take 3 days with 3 workers.

Comments from Board members:

Ms. Hall told members that Ms. Torres had videos to show in between movies. Ms. Torres explained that the videos are provided by the CDC for communities to use free of charge.

Ms. Smith asked about the next Board meeting in April. Ms. Chaudhary said a decision will be made closer to the meeting date.

Adjournment:

Mr. Rosenthal motioned to adjourn at 8:24 p.m. Ms. Guman seconded. All in favor.

Respectfully Submitted, Kimberly Chiappetta, Clerk

Proposal for Someday Cinema Series Schedule
by Jennifer Rogers, Auxiliary Member of the Newtown Cultural Arts Commission
March 10, 2020

The Newtown Cultural Arts Commission would like to continue presenting the Someday Cinema Series at the Edmond Town Hall in 2020, marking our seventh season.

As the series coordinator, I will work to obtain the rights, purchase the movies on DVD or Blu-ray, and help publicize the screenings. I will solicit sponsors to help cover the licensing fees, for which we will show on-screen slides to recognize their support in advance of the screenings. In order to maximize the audience, we hope that the Edmond Town Hall would allow at least one matinee and one evening screening per film.

The proposed dates for screenings are:

Sunday, April 19 – *Brigadoon* (1954) sponsored by the Lermans
Sunday, May 31 – *Speedy* (1928), a Harold Lloyd silent film with underscore provided
Sunday, June 28 – *Thief of Bagdad* (1940) sponsored by the Nelsons
Sunday, July 12 – *Life of Brian* (1979)
Sunday, Aug. 30 – *Rio Bravo* (1959)
Thursday, Sep. 17 – *Wanda* (1970) directed by Barbara Loden, lived in Newtown
Sunday, Oct. 25 – *Bell, Book and Candle* (1958) sponsored anonymously
Sunday, Nov. 15 – *City Without Jews* (1924) NE premier silent film with Ben Model, pianist (2 & 7pm)
Sunday, Nov. 29 – *Christmas in Connecticut* (1945) sponsored by the Lermans (4 & 7pm)

This list is preliminary, and both dates and films may be changed according to the board's wishes, and the availability of the films.

Thank you for your consideration,

Jennifer Rogers

h. (203) 364-9844

c. (203) 994-1217

somedaycinemaseries@gmail.com

fb.me/somedaycinemaseries

ETH MANAGER'S REPORT – 10 Mar 2020 – Sheila Torres

Summary/Highlights

- **COVID-19** We have received some cancellations related to the outbreak. I am logging them so that we can assess how much revenue loss we have. Need to move forward with proposed plan so we can communicate with key audiences.
- **A Brother's Revival** – Spoke with agent today March 10 and he is willing to reschedule band if authorities require closure due to COVID outbreak, etc. Waiting for about four more sponsors to respond. We are going to continue sending out until we reach the goal.
- **Plumbing and Boiler** – unexpected and expensive repairs this month for the bathrooms and the boiler. We are having an issue with low gas pressure which affects the boiler, causing it to shut down. We have had three shutdowns to Boiler number 1 this month. After the last call, the technician said we may need to replace the sensor. I will find out tomorrow, since the third shutdown occurred Sunday and I wanted to wait until a weekday to have it diagnosed due to less expensive rates. We are operating on Boiler #2.

Work in Progress and Completed

- **Submitted Sponsorship Dollars to Non-Profit Council** - Doug Lord included our participation on a press release about the program.
- **Sponsors** – Our work continues to secure sponsors. Waiting for two that promised participation don't yet know at what level and three more who I reached out to but have not connected. Will keep trying. We hope to have all needed sponsors by end of March or earlier. I want to acknowledge the help of Jen C. and Jen G. in this and in all the other support for the series. Also, Lauren Di Martino, who has been so helpful with the posters, sponsors, etc.
- **Ticket machine for live events** – Gerry Belanger brought the machine and left it with us. If we use it with Vendini there will be a charge. It's quite involved to get it going. Not sure I will try this for this upcoming show.
- **Co-Fundraising Event with Library** – Amazing Fungi Day organizers contacted me and told me they would not be able to confirm for two weeks. That was almost two weeks ago. Both Dough and I tried to get an actual person, but were unsuccessful. At this point, we will move forward with this if they do another event, but the March event is not likely to happen for us.
- **Theater Lighting** – Rick Spreyer has selected Sound Stage for the lighting project. Based on our need to use the lighting that DNR has
- **ADA Bathroom** – The vendor for this will be submitting a bid to Rick Spreyer. I heard from him today, Tuesday, March 10.
- **Web Site**– Still on the backburner on this, but we do have the information that we thought was missing (Google Analytics reports from the previous months.) N. Flynn will be getting those for us. He explained that when updating the Word Press tool, the analytics had been decoupled. He said we can hard code it onto the site so that does not happen again. I will be meeting with another web site vendor to explore new options and I will let you know what I learn.
- **Computers** – The work on the transition to the new computers is now complete.
- **Plumbing Needs** – Working to set up a payment plan for the faucets we need.

Edmond Town Hall - Board of Managers
A/P Aging Summary
As of February 29, 2020

	Current					
	1 - 30	31 - 60	61 - 90	> 90	TOTAL	
Aquarion	218.31				218.31	
Associated Refuse	381.00				381.00	
BOM- Minutes	125.00				125.00	
Crystal Rock	35.24	27.75			62.99	
CH Booth Library	150.00				150.00	
Chamber of Commerce	100.00				100.00	
DJ Melodia Plumbing	2670.38				2,670.38	
DNR Labs	1,275.00				1,275.00	
Dumouchel	837.77				837.77	
Eversource - Electric	2,850.78				2,850.78	
Eversource - Flood	18.08				18.08	
Eversource -Gas	2,819.55				2,819.55	
Frontier Communications	173.34				173.34	
Frontier Communications	101.35				101.35	
Gaffney, Bob	150.00				150.00	Stella Lighting
Guman, J	206.84				206.84	Stella Reimbursement
Hearst Media	750.00				750.00	
Kathleen Fellows Design	170.00				170.00	
McKenney Mechanical	225.00				225.00	
Newtown Hardware	341.43				341.43	
Rankin Textile	167.10				167.10	
Security Deposit Refunds	465.00				465.00	
Shaboo Productions	1,050.00				1,050.00	ABR
Silvermine	550.00				550.00	
Spectrum	104.98				104.98	
Town of Newtown (credit card)					-	
Town of Newtown (payroll)	23,836.60				23,836.60	
Total Building Expenses	\$39,772.73	\$27.75	\$0.00	\$0.00	\$39,800.48	
Commissioner of Revenue Svc	778.00				778.00	
Deluxe Echostar	79.90				79.90	
Manchester Tobacco & Candy	1,027.00				1,027.00	
New England Media Group	1,740.75				1,740.75	
Pepsi Beverages Company	269.29				269.29	
Prime Publishing	356.14				356.14	
STX Financing	501.90				501.90	
Terry's Popcorn	1,040.00				1,040.00	
The Bee Publishing	590.40				590.40	
Walt Disney	864.00				864.00	
Total Theater Expenses	\$7,247.38	\$0.00	\$0.00	\$0.00	7,247.38	
GRAND TOTAL	\$47,020.11	\$27.75	\$0.00	\$0.00	\$47,047.86	

1:13 PM

03/04/20

Accrual Basis

Edmond Town Hall - Board of Managers
Profit & Loss Prev Year Comparison
 July 2019 through January 2020

	Jul '19 - Jan 20	Jul '18 - Jan 19	\$ Change
Ordinary Income/Expense			
Income			
3000 - BUILDING INCOME			
3100 - ROOM RENTALS			
3110 - ALEXANDRIA ROOM			
3111 - Alexandria Room Rental	25,088.32	25,088.75	19.57
3112 - Kitchen Rental	4,217.00	3,290.00	927.00
3113 - China Rental	75.00	150.00	-75.00
3114 - Dressing Room Rental	250.00	280.00	-30.00
3110 - ALEXANDRIA ROOM - Other	6,587.50	0.00	6,587.50
Total 3110 - ALEXANDRIA ROOM	36,217.82	28,788.75	7,429.07
3120 - GYMNASIUM	26,948.40	30,814.25	-3,865.85
3130 - THEATRE	28,725.00	13,295.00	15,430.00
3140 - MEETING ROOMS			
3141 - Lower Meeting Room	1,050.00	2,291.50	-1,241.50
3142 - Old Court Room	1,278.50	2,107.50	-829.00
3143 - Meeting Room 2	60.00	60.00	0.00
3144 - Mary Hawley Room	13.50	210.00	-196.50
3145 - Meeting Room 3	2,640.00	2,640.00	0.00
Total 3140 - MEETING ROOMS	5,042.00	7,309.00	-2,267.00
3150 - A / V Equipment Rentals			
3151 - Microphone Rental	170.00	97.50	72.50
3152 - Speaker Rental	0.00	97.50	-97.50
3154 - Projector Rental	0.00	60.00	-60.00
3150 - A / V Equipment Rentals - Other	150.00	0.00	150.00
Total 3150 - A / V Equipment Rentals	320.00	255.00	65.00
3190 - Rent - Storage	205.00	90.00	115.00
Total 3100 - ROOM RENTALS	97,458.22	80,552.00	16,906.22
3200 - TENANT RENTALS	24,491.14	31,050.61	-6,559.47
3300 - SPECIAL EVENTS			
3303 - Laser Spectacular Fundraiser	1,720.00	1,567.34	152.66
3304 - Yale Whiffenpoofs & Whim n Rhythm	0.00	7,578.82	-7,578.82
3305 - Live Events (ETH Sponsored)	15,076.01	1,428.51	13,647.50
3306 - Joni Mitchell Tribute 10/13/18	0.00	-1,268.71	1,268.71
3307 - David Wax Museum 10/19/18	0.00	-491.67	491.67
3310 - Bar Sales	3,073.55	1,947.00	1,126.55
Total 3300 - SPECIAL EVENTS	19,869.56	10,761.29	9,108.27
3500 - OTHER INCOME			
3501 - Hawley Trust Interest	28,392.78	28,135.06	257.72
3502 - Bank Interest	69.25	77.73	-8.48
3503 - Town of Newtown-Contrib			
3510 - Budgeted Allocations	0.00	95,000.00	-95,000.00
3520 - CIP Allocations	3,538.73	0.00	3,538.73
3503 - Town of Newtown-Contrib - Other	125,000.00	0.00	125,000.00
Total 3503 - Town of Newtown-Contrib	128,538.73	95,000.00	33,538.73
3530 - Other Income	0.00	40.00	-40.00
Total 3500 - OTHER INCOME	157,000.76	123,252.79	33,747.97
3600 - DONATIONS TO SPECIAL PROJECTS	2,448.42	1,601.89	846.53
3000 - BUILDING INCOME - Other	0.00	0.00	0.00
Total 3000 - BUILDING INCOME	301,268.10	247,218.58	54,049.52
5000 - THEATRE INCOME			
5100 - TICKETS			

Edmond Town Hall - Board of Managers
Profit & Loss Prev Year Comparison
July 2019 through January 2020

	Jul '19 - Jan 20	Jul '18 - Jan 19	\$ Change
5110 · Ingersoll Auto	15,858.00	15,150.00	708.00
5100 · TICKETS - Other	43,371.25	53,392.00	-10,020.75
Total 5100 · TICKETS	59,229.25	68,542.00	-9,312.75
5200 · CONCESSIONS	54,912.46	58,512.70	-3,600.24
5300 · GIFT CERTIFICATES	294.00	580.00	-286.00
5600 · Advertising Income			
5601 · Screen Ads - Slides	2,845.00	1,105.00	1,740.00
5602 · Screen Ads - Videos	2,100.00	5,650.00	-3,550.00
5603 · Movie Preview Sponsor	2,340.00	150.00	2,190.00
Total 5600 · Advertising Income	7,285.00	6,905.00	380.00
5900 · OTHER INCOME - THEATRE			
5902 · Sunday Cinema Series	2,955.00	3,596.65	-641.65
Total 5900 · OTHER INCOME - THEATRE	2,955.00	3,596.65	-641.65
Total 5000 · THEATRE INCOME	124,675.71	138,136.35	-13,460.64
Total Income	425,943.81	385,354.93	40,588.88
Gross Profit	425,943.81	385,354.93	40,588.88
Expense			
4000 · BUILDING EXPENSES			
4100 · SALARIES			
4110 · Salaries	131,047.92	110,025.57	21,022.35
4120 · Employer FICA & Med.-BLDG	9,752.49	8,198.11	1,554.38
Total 4100 · SALARIES	140,800.41	118,223.68	22,576.73
4400 · UTILITIES			
4410 · Electricity	26,351.28	22,071.05	4,280.23
4420 · Gas	9,017.93	11,848.55	-2,830.62
4430 · Water	1,675.32	1,699.91	-24.59
4450 · Telephone	1,268.31	1,474.15	-205.84
4460 · Internet	496.92	817.63	-320.71
Total 4400 · UTILITIES	38,809.76	37,911.29	898.47
4500 · OUTSIDE SERVICES			
4510 · Refuse Removal	3,048.00	2,667.00	381.00
4515 · Alarm System	3,059.50	461.25	2,598.25
4520 · BOM Meeting Minutes	1,000.00	1,000.00	0.00
4525 · Boiler	650.00	1,200.00	-550.00
4530 · HVAC	0.00	4,190.31	-4,190.31
4540 · Pest Control	1,085.00	1,085.00	0.00
4545 · Computer Servicing	3,950.99	2,200.00	1,750.99
4546 · Web Site			
4546-02 · Live at ETH - Web Site Updates	0.00	27.50	-27.50
4546 · Web Site - Other	452.50	0.00	452.50
Total 4546 · Web Site	452.50	27.50	425.00
4555 · Snow Removal	1,892.00	0.00	1,892.00
4560 · Elevator	240.00	0.00	240.00
4565 · Legal Services	0.00	8,255.20	-8,255.20
4566 · Consulting Fees	392.00	0.00	392.00
4570 · Piano Tuning	280.00	280.00	0.00
4595 · Plumbing	209.62	549.40	-339.78
Total 4500 · OUTSIDE SERVICES	16,259.61	21,915.66	-5,656.05
4600 · REPAIRS AND MAINTENANCE			
4610 · Building Repairs	10,854.63	243.62	10,611.01
4620 · Building Supplies	1,114.25	11,057.46	-9,943.21
4625 · Equip Inspections/Maint.	190.00	5,755.00	-5,565.00

Edmond Town Hall - Board of Managers

Profit & Loss Prev Year Comparison

July 2019 through January 2020

	Jul '19 - Jan 20	Jul '18 - Jan 19	\$ Change
4640 · Maintenance			
4640-02 · Contract Renewals	5,433.75	3,808.63	1,625.12
4640-03 · Regular Maintenance	3,330.00	5,339.97	-2,009.97
4640 · Maintenance - Other	0.00	1,396.40	-1,396.40
Total 4640 · Maintenance	8,763.75	10,545.00	-1,781.25
4645 · Landscaping	0.00	12.99	-12.99
4650 · Unexpected Repairs	0.00	1,235.00	-1,235.00
4660 · Capital Improvement Projects	3,502.76	36.87	3,465.89
Total 4600 · REPAIRS AND MAINTENANCE	24,425.39	28,885.94	-4,460.55
4700 · OFFICE			
4710 · Office Supplies	2,267.19	1,924.38	342.81
4720 · Bank charges	16.00	116.25	-100.25
4721 · Credit Card Fees (Bank Charges)	1,564.37	885.00	679.37
4722 · Permits	470.00	100.00	370.00
4725 · Water Cooler	163.85	71.00	92.85
4745 · Postage	220.00	142.51	77.49
4750 · Dues and Subscriptions	2,512.18	1,120.61	1,391.57
4751 · Advertising/Marketing	1,837.88	810.60	1,027.28
4775 · Continuing Education	0.00	350.00	-350.00
Total 4700 · OFFICE	9,051.47	5,520.35	3,531.12
4800 · BUILDING EXPENSES			
4810 · Equipment	8,504.11	0.00	8,504.11
4815 · Building Supplies	8,600.42	329.37	8,271.05
4825 · Bar/Liquor Items	1,345.25	1,146.38	198.87
4850 · Refunds	0.00	0.00	0.00
4870 · Seasonal Items	278.27	145.99	132.28
4880 · Marketing Expense	0.00	427.18	-427.18
4885 · THR Birthday/Meeting Expenses	223.50	231.12	-7.62
4886 · Special Events (Non ETH Spons)	7,055.75	0.00	7,055.75
4887 · Jukebox 45	6,368.26	0.00	6,368.26
4888 · Live Events (ETH Sponsored)	15,254.58	0.00	15,254.58
4890 · Other	0.00	0.00	0.00
4800 · BUILDING EXPENSES - Other	-69.00	138.00	-207.00
Total 4800 · BUILDING EXPENSES	47,561.14	2,418.04	45,143.10
4900 · SPECIAL PROJECTS			
4953 · Theatre Revitalization Project			
4953-01 · Duane Langenwalter	0.00	2,950.00	-2,950.00
Total 4953 · Theatre Revitalization Project	0.00	2,950.00	-2,950.00
4971 · Office Renovations	-1,475.00	5,345.00	-6,820.00
4979 · Balcony Seating	2,039.40	0.00	2,039.40
Total 4900 · SPECIAL PROJECTS	564.40	8,295.00	-7,730.60
Total 4000 · BUILDING EXPENSES	277,472.18	223,169.96	54,302.22
7000 · THEATRE EXPENSES			
7100 · FILMS			
7105 · FILM RENTALS	25,346.21	26,853.90	-1,507.69
7110 · Film Transport	1,278.40	719.10	559.30
Total 7100 · FILMS	26,624.61	27,573.00	-948.39
7200 · CONCESSIONS			
7210 · Snacks	8,280.92	6,497.38	1,783.54
7220 · Popcorn	7,776.42	5,682.97	2,093.45
7230 · Beverages	4,541.50	6,951.60	-2,410.10
7270 · Paper Products	144.22	1,417.13	-1,272.91
7200 · CONCESSIONS - Other	0.00	15.25	-15.25

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03/04/20

Accrual Basis

Edmond Town Hall - Board of Managers
Profit & Loss Prev Year Comparison
July 2019 through January 2020

	<u>Jul '19 - Jan 20</u>	<u>Jul '18 - Jan 19</u>	<u>\$ Change</u>
Total 7200 · CONCESSIONS	20,743.06	20,564.33	178.73
7300 · SALES AND USE TAX	4,212.00	3,895.00	317.00
7400 · SALARIES	65,107.64	59,636.94	5,470.70
7500 · Employer FICA & Med.-THEA	4,857.99	4,467.22	390.77
7600 · ADVERTISING			
7601 · Advertising Expense	10,732.10	5,717.32	5,014.78
7602 · Screen Advertising Commission	1,537.50	3,860.25	-2,322.75
7603 · Screen Advertising Expenses	247.12	339.23	-92.11
Total 7600 · ADVERTISING	12,516.72	9,916.80	2,599.92
7700 · OUTSIDE SERVICES			
7710 · SECURITY	0.00	87.50	-87.50
7720 · Maintenance / Support Contracts	514.52	0.00	514.52
7700 · OUTSIDE SERVICES - Other	0.00	71.56	-71.56
Total 7700 · OUTSIDE SERVICES	514.52	159.06	355.46
7900 · OTHER EXPENSES			
7910 · SUPPLIES	221.66	0.00	221.66
7930 · Permits & Fees	0.00	60.00	-60.00
7950 · EQUIPMENT	1,099.00	0.00	1,099.00
7960 · Repairs	0.00	60.00	-60.00
7980 · Sunday Cinema Series	791.85	1,138.10	-346.25
Total 7900 · OTHER EXPENSES	2,112.51	1,258.10	854.41
Total 7000 · THEATRE EXPENSES	136,689.05	127,470.45	9,218.60
Total Expense	414,161.23	350,640.41	63,520.82
Net Ordinary Income	11,782.58	34,714.52	-22,931.94
Net Income	<u>11,782.58</u>	<u>34,714.52</u>	<u>-22,931.94</u>

Edmond Town Hall - Board of Managers

Profit & Loss Prev Year Comparison

July 2019 through January 2020

	<u>% Change</u>
Ordinary Income/Expense	
Income	
3000 · BUILDING INCOME	
3100 · ROOM RENTALS	
3110 · ALEXANDRIA ROOM	
3111 · Alexandria Room Rental	0.1%
3112 · Kitchen Rental	28.2%
3113 · China Rental	-50.0%
3114 · Dressing Room Rental	-10.7%
3110 · ALEXANDRIA ROOM - Other	100.0%
Total 3110 · ALEXANDRIA ROOM	25.8%
3120 · GYMNASIUM	-12.6%
3130 · THEATRE	116.1%
3140 · MEETING ROOMS	
3141 · Lower Meeting Room	-54.2%
3142 · Old Court Room	-39.3%
3143 · Meeting Room 2	0.0%
3144 · Mary Hawley Room	-93.6%
3145 · Meeting Room 3	0.0%
Total 3140 · MEETING ROOMS	-31.0%
3150 · A / V Equipment Rentals	
3151 · Microphone Rental	74.4%
3152 · Speaker Rental	-100.0%
3154 · Projector Rental	-100.0%
3150 · A / V Equipment Rentals - Other	100.0%
Total 3150 · A / V Equipment Rentals	25.5%
3190 · Rent - Storage	127.8%
Total 3100 · ROOM RENTALS	21.0%
3200 · TENANT RENTALS	-21.1%
3300 · SPECIAL EVENTS	
3303 · Laser Spectacular Fundraiser	9.7%
3304 · Yale Whiffenpoofs&Whim n Rhythm	-100.0%
3305 · Live Events (ETH Sponsored)	955.4%
3306 · Joni Mitchell Tribute 10/13/18	100.0%
3307 · David Wax Museum 10/19/18	100.0%
3310 · Bar Sales	57.9%
Total 3300 · SPECIAL EVENTS	84.6%
3500 · OTHER INCOME	
3501 · Hawley Trust Interest	0.9%
3502 · Bank Interest	-10.9%
3503 · Town of Newtown-Contrib	
3510 · Budgeted Allocations	-100.0%
3520 · CIP Allocations	100.0%
3503 · Town of Newtown-Contrib - Other	100.0%
Total 3503 · Town of Newtown-Contrib	35.3%
3530 · Other Income	-100.0%
Total 3500 · OTHER INCOME	27.4%
3600 · DONATIONS TO SPECIAL PROJECTS	52.9%
3000 · BUILDING INCOME - Other	0.0%
Total 3000 · BUILDING INCOME	21.9%
5000 · THEATRE INCOME	
5100 · TICKETS	

Edmond Town Hall - Board of Managers

Profit & Loss Prev Year Comparison

July 2019 through January 2020

	<u>% Change</u>
5110 · Ingersoll Auto	4.7%
5100 · TICKETS - Other	-18.8%
Total 5100 · TICKETS	-13.6%
5200 · CONCESSIONS	-6.2%
5300 · GIFT CERTIFICATES	-49.3%
5600 · Advertising Income	
5601 · Screen Ads - Slides	157.5%
5602 · Screen Ads - Videos	-62.8%
5603 · Movie Preview Sponsor	1,460.0%
Total 5600 · Advertising Income	5.5%
5900 · OTHER INCOME - THEATRE	
5902 · Sunday Cinema Series	-17.8%
Total 5900 · OTHER INCOME - THEATRE	-17.8%
Total 5000 · THEATRE INCOME	-9.7%
Total Income	10.5%
Gross Profit	10.5%
Expense	
4000 · BUILDING EXPENSES	
4100 · SALARIES	
4110 · Salaries	19.1%
4120 · Employer FICA & Med.-BLDG	19.0%
Total 4100 · SALARIES	19.1%
4400 · UTILITIES	
4410 · Electricity	19.4%
4420 · Gas	-23.9%
4430 · Water	-1.5%
4450 · Telephone	-14.0%
4460 · Internet	-39.2%
Total 4400 · UTILITIES	2.4%
4500 · OUTSIDE SERVICES	
4510 · Refuse Removal	14.3%
4515 · Alarm System	563.3%
4520 · BOM Meeting Minutes	0.0%
4525 · Boiler	-45.8%
4530 · HVAC	-100.0%
4540 · Pest Control	0.0%
4545 · Computer Servicing	79.6%
4546 · Web Site	
4546-02 · Live at ETH - Web Site Updates	-100.0%
4546 · Web Site - Other	100.0%
Total 4546 · Web Site	1,545.5%
4555 · Snow Removal	100.0%
4560 · Elevator	100.0%
4565 · Legal Services	-100.0%
4566 · Consulting Fees	100.0%
4570 · Piano Tuning	0.0%
4595 · Plumbing	-61.9%
Total 4500 · OUTSIDE SERVICES	-25.8%
4600 · REPAIRS AND MAINTENANCE	
4610 · Building Repairs	4,355.6%
4620 · Building Supplies	-89.9%
4625 · Equip Inspections/Maint.	-96.7%

Edmond Town Hall - Board of Managers
Profit & Loss Prev Year Comparison
July 2019 through January 2020

	<u>% Change</u>
4640 · Maintenance	
4640-02 · Contract Renewals	42.7%
4640-03 · Regular Maintenance	-37.6%
4640 · Maintenance - Other	-100.0%
Total 4640 · Maintenance	-16.9%
4645 · Landscaping	-100.0%
4650 · Unexpected Repairs	-100.0%
4660 · Capital Improvement Projects	9,400.3%
Total 4600 · REPAIRS AND MAINTENANCE	-15.4%
4700 · OFFICE	
4710 · Office Supplies	17.8%
4720 · Bank charges	-86.2%
4721 · Credit Card Fees (Bank Charges)	76.8%
4722 · Permits	370.0%
4725 · Water Cooler	130.8%
4745 · Postage	54.4%
4750 · Dues and Subscriptions	124.2%
4751 · Advertising/Marketing	126.7%
4775 · Continuing Education	-100.0%
Total 4700 · OFFICE	64.0%
4800 · BUILDING EXPENSES	
4810 · Equipment	100.0%
4815 · Building Supplies	2,511.2%
4825 · Bar/Liquor Items	17.4%
4850 · Refunds	0.0%
4870 · Seasonal Items	90.6%
4880 · Marketing Expense	-100.0%
4885 · THR Birthday/Meeting Expenses	-3.3%
4886 · Special Events (Non ETH Spons)	100.0%
4887 · Jukebox 45	100.0%
4888 · Live Events (ETH Sponsored)	100.0%
4890 · Other	0.0%
4800 · BUILDING EXPENSES - Other	-150.0%
Total 4800 · BUILDING EXPENSES	1,866.9%
4900 · SPECIAL PROJECTS	
4953 · Theatre Revitalization Project	
4953-01 · Duane Langenwalter	-100.0%
Total 4953 · Theatre Revitalization Project	-100.0%
4971 · Office Renovations	-127.6%
4979 · Balcony Seating	100.0%
Total 4900 · SPECIAL PROJECTS	-93.2%
Total 4000 · BUILDING EXPENSES	24.3%
7000 · THEATRE EXPENSES	
7100 · FILMS	
7105 · FILM RENTALS	-5.6%
7110 · Film Transport	77.8%
Total 7100 · FILMS	-3.4%
7200 · CONCESSIONS	
7210 · Snacks	27.5%
7220 · Popcorn	36.8%
7230 · Beverages	-34.7%
7270 · Paper Products	-89.8%
7200 · CONCESSIONS - Other	-100.0%

Edmond Town Hall - Board of Managers
Profit & Loss Prev Year Comparison
 July 2019 through January 2020

	<u>% Change</u>
Total 7200 · CONCESSIONS	0.9%
7300 · SALES AND USE TAX	8.1%
7400 · SALARIES	9.2%
7500 · Employer FICA & Med.-THEA	8.8%
7600 · ADVERTISING	
7601 · Advertising Expense	87.7%
7602 · Screen Advertising Commission	-60.2%
7603 · Screen Advertising Expenses	-27.2%
Total 7600 · ADVERTISING	26.2%
7700 · OUTSIDE SERVICES	
7710 · SECURITY	-100.0%
7720 · Maintenance / Support Contracts	100.0%
7700 · OUTSIDE SERVICES - Other	-100.0%
Total 7700 · OUTSIDE SERVICES	223.5%
7900 · OTHER EXPENSES	
7910 · SUPPLIES	100.0%
7930 · Permits & Fees	-100.0%
7950 · EQUIPMENT	100.0%
7960 · Repairs	-100.0%
7980 · Sunday Cinema Series	-30.4%
Total 7900 · OTHER EXPENSES	67.9%
Total 7000 · THEATRE EXPENSES	7.2%
Total Expense	18.1%
Net Ordinary Income	-66.1%
Net Income	<u><u>-66.1%</u></u>

Re suggested By-Laws 'corrections' on

page 4 - by M. Hall, H. Rosenthal

2 BOARD

- 2.1 **Number of Board Members** (add)
...by the town in accordance with the term limits (delete) set by the Charter of the Town of Newtown (add)
- 2.31931 and the Charter of the Town of Newtown (add)

page 5 - by M. Hall

- 3.4 cBoard of Selectman (correct to..) ...Board of Selectmen
- 3.6 Edmond Town Hall Manager: The Edmond Town Hall Manager (delete)
and substitute all references throughout this section with Operations Manager
- 3.7directly to the Edmond Town Hall Manager (delete)
and substitute with Operations Manager
- 3.8the compensation for Edmond Town Hall Manager (delete)
and substitute with Operations Manager

page 7 - by J. Guman

- 5.3 iand Library (delete)