



## **Edmond Town Hall Board of Managers**

Regular Meeting

Tuesday, July 14, 2020 - 6:30 P.M.

This meeting was held remotely due to COVID-19 mandates and precautions.

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

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

**Absent:** none

**Also Present:** Operations Manager - Sheila Torres, Kim Chiappetta (clerk), Andy Clure, Chris Gardner

**Call to Order:** Ms. Chaudhary called the meeting to order at 6:30 p.m.

### **Public Participation:**

None

### **Report from Theater Coordinator:**

Ms. Torres told members there was no theater report.

### **Report and Comment from Chairman:**

#### **Borough Zoning and Liquor License:**

##### *Borough Zoning:*

Ms. Chaudhary reminded members of the recommended amendment to the Borough zoning discussed in the last meeting that would allow for commercial businesses in the ETH. She spoke with the First Selectman and found this is now moving forward through Zoom meetings.

##### *Liquor License:*

Ms. Chaudhary told everyone that state representatives are not in session at this time. She was informed that the first session held may be brief so this may not be discussed until the January session. This delay is not an issue for the ETH at this time as there are no shows.

#### **Community Center Meeting:**

Ms. Chaudhary and Ms. Torres met with the Community Center, the Health department and the First Selectman for guidance on the state's reopening sector rules; many of which apply to the ETH. Like the ETH, the Community Center also has various functions. Ms. Chaudhary found the meeting helpful and told members that Ms. Torres has been working on this non-stop. Ms. Torres said she also found the meeting useful and was able to draft a document. Ms. Chaudhary noted that it is good to be consistent within the town buildings.

### **Approval of Minutes:**



Ms. Guman motioned to approve the minutes from June 9<sup>th</sup>, 2020. Seconded by Ms. Hall. All in favor. Ms. Smith abstained.

**Report from Operations Manager (Refer to Attachment A):**

Ms. Torres presented the Manager's Report.

She explained the weather has been a challenge for the drive-in movie and she would like to update the cancellation policy to allow cancellations the day prior to forecasted inclement weather. The drive-in movie must be cancelled in event of thunderstorms and when movies are cancelled last minute staff still must be paid and there is no money made. They are also experiencing an issue with refunds using the tool for ticket sales.

**Financial Review (Refer to Attachments B):**

**P&L / Aging Report:**

*Aging report:*

Members reviewed details of the report. Ms. Chaudhary noted that the town is currently covering the cost of payroll. There is nothing outstanding at this time. Ms. Torres told everyone that there will be some larger bills on next month's report. There were no questions.

*P&L:*

Members reviewed details of the report and discussed.

*COVID related budget Update:*

Ms. Torres told the board that expenses so far are \$3,900 dollars for cleaners, masks, etc. There has been \$35,000 in business losses related to rentals that had to be cancelled. She is planning to ask Ms. DiMartino to run reports comparing this year to last to show the impact of the pandemic. The ETH does not qualify to apply for any of the available loans.

**Unfinished Business:**

**Music Series:**

Ms. Torres told members she spoke with Richard Goldberg and he was ok with moving the music series to next year. She is looking into holding outdoor concerts in the interim as was recommended by Mr. Goldberg. The Cultural Arts Commission has offered to loan their stage. Ms. Guman questioned if the outdoor concerts would be limited to 45 cars. Ms. Torres replied that they may be able to add 10 more cars, which was requested for the drive-in. This request is in the review process with Borough Zoning Coordinator, Rob Sibley, who asked Ms. Torres to reach out to Parks & Rec regarding the safety rules for outdoor concerts. The group discussed the approval process to add 10 cars and the projected costs associated with hold an outdoor concert. Ms. Chaudhary found it appeared more needed to be worked out before asking the board for approval.

**Lighting Update (Refer to Attachment A):**



Ms. Torres informed the group that the Purchasing Agent, Rick Spreyer, explained the ETH is unable to purchase the monitors for the lobby because they are not considered lighting. She is pending a response from Mr. Spreyer regarding purchasing the follow spot lights.

*Pop Up Theater (Refer to Attachment C):*

Ms. Torres said the drive-in continues to be popular but is a challenge from a weather perspective. This project started out to bring the community together, but has become profitable. She has requested that the drive-in continue through October. Mr. Rosenthal asked about the drop in salaries in the finance report. Ms. Torres explained that the higher reported salary numbers were due to increased hours necessary to set-up the drive-in. Ms. Torres said she has received requests from people to buy out all spaces at the drive-in for birthday parties.

Ms. Torres told members she was contacted by Mr. Clure who introduced her to Mr. Gardner, one of the operators of Dr. Mike's in Bethel and life-long resident of Newtown, who is interested in selling their ice cream at their drive-in as a community service. The ice cream would be sold through the concession. The group discussed the logistics and margin compared to other concession items such as popcorn. Mr. Rosenthal questioned why the ETH BOM would be considering a business outside of Newtown. Ms. Torres explained that the ETH was approached by Mr. Gardner and that Dr. Mike's would provide the freezer which is beneficial. After some discussion, the BOM thanked Mr. Gardner for his time.

Ms. Chaudhary recommended tabling a decision until the next meeting.

Mr. Rosenthal motioned to table the discussion. Ms. Hall seconded. All in favor.

**Next Phase Re-opening plan:**

Ms. Chaudhary told members that the State's phase 2 re-opening has allowed for indoor theaters to resume. Ms. Torres explained that under the phase 2 sector rules they can open with 76 seats. People would buy tickets in advance for better tracking and concessions would be through orders and delivery. She asked the board to consider that locally, the Bow Tie Cinemas in Trumbull opened and closed this month because they were not getting patrons which may have partly been because there is no new content. If the cinema is re-opened they will need to consider schedules between the theater and drive-in. Mr. Rosenthal expressed that he was not in favor of opening the theater and members agreed. The group discussed using the theater for other events.

Ms. Guman motioned to re-open the theater in an event and meeting capacity and not for cinema. Ms. Smith seconded. All in favor.

Ms. Chaudhary asked board members to look at how to cut some expenses and think of creative ways to use the space during the pandemic. She explained the need for a sub-committee and what it needs to consider. (Refer to Attachment D.)

Ms. Guman made a motion to create a sub-committee to take charge of a plan to put together on the pandemic building review. Ms. Hall seconded. All in favor.



**New Business:**

**Lease Language:**

Ms. Chaudhary told the board that in the discussion with the Community Center she and Ms. Torres learned that language must be added to rental contracts. Ms. Torres worked with Community Center to put together a list of items that must be adhered to. There will be language added to the hold harmless agreement which was already added to Community Center and Parks & Rec documents. Renters will be required to sign the list which will include requirements such as wellness checks, masks, distancing, etc.

Mr. Rosenthal motioned to adopt the language sent out by Ms. Torres to add to the rental contract.

Ms. Hall expressed that she was not comfortable with the changes to the Hold Harmless agreement. The group discussed further.

Mr. Rosenthal amended the prior motion to update the rental package with language from the Community Center and submit to the town attorney for final review. Ms. Hall seconded. All in favor.

**ETH Board appointment** (Refer to Attachment E):

Ms. Chaudhary reminded members that there is a vacancy to fill. The board discussed to two candidates.

Ms. Hall motioned for Anna Wiedemann to fill the vacancy created by Ms. Schwartz and hold for the remainder of her term. Ms. Smith seconded. All in favor.

**Comments from Board Members:**

none

**Adjournment:**

Ms. Hall motioned to adjourn at 8:21 p.m. Ms. Smith seconded. All in favor.

*Respectfully Submitted,                      Kimberly Chiappetta, Clerk*

*A recording of the meeting can be found using the link below, or contact  
Kimberly.Chiappetta@newtown-ct.gov.*

[Edmond Town Hall Board of Managers 7/14/2020 meeting](#)

## ETH MANAGER'S REPORT – 14 July 2020 – Sheila Torres

### Discussion /Summary/Highlights

- **Staff Work** – Staff is spending much more time on sanitizing building and makeshift concession now that we are open and the public comes in more. They also put in place sneeze guards and other structures as required for the time when we do open. Also, more work on mowing, and grounds. They are also painting and repairing outside doors to the best of our ability. Our doors and some windows are in very poor condition with peeling paint and missing glazing. Al has been repairing them and repainting them. He started on the South side of the building.
- **Drive-in Movies** - We have been approved to add ten more cars to our set-up by Donna. Rob Sibley will move our request for extension to October and for additional ten cars to the proper authorities for consideration. Weather is a challenge. I am going to change the rain policy to be able to determine whether or not to have the movie the day before (see my changes in bold at the end of this report). That is because waiting until the day of means that we sometimes have to cancel at the last minute and it leads to greater costs and difficulty in issuing refunds.
- **Waterbury Symphony** Received email from the director this week and he wants to come visit to determine how he can have his musicians safely record their performances here.
- **Lathrop** has been conducting classes in back parking lot. Based on meeting with Donna Culbert, they plan to have their annual stardust revue on August 1<sup>st</sup> and 2<sup>nd</sup>. The classes will happen individually to limit audience numbers and the event will take place over two days. All audience members must wear masks but dancers can remove their masks only while dancing on the 6 ft square on stage. They must quickly put them back on once they're on stage.
- **Theater Schedule and Seating Arrangement** – Based on guidelines we will have only 76 seats and we will need additional time for disinfecting. We need to consider a 1 pm movie and a 5:30 pm movie. This gives us time for disinfecting and doing the drive in. We also may want to consider having the drive-in Thursday through Sunday only. Weekdays are a little slower and we have not hired additional staff, so the same staff is managing two venues.
- **Music Series** – Rich Goldberg is willing to move concerts to 2021. We are unable to make his bands work in our parking lot. He has recommended two additional bands: Led Zeppelin symphonic and Elton John. They are higher in price but he says they typically sell out.
- **Outdoor Music Concerts** – I have submitted a permit to the Borough and discussed this with Donna Culbert. Donna approved it, based on Borough okaying it. This would use the current drive-in infrastructure with audience members using the empty car space next to their car to sit with their guests. There would be one car in between each family. Rob Sibley asked me to

draw it out. I am sending him that tomorrow. The stage would be a loan from Arts Commission.

### **Work in Progress and Completed**

- **Theater Lighting** –Sound Stage completed the lighting install except for two wires that need to be installed. They plan to be here on June 22 to complete that and after that DNR will come in to integrate the lighting with existing infrastructure. However, the monitors that we thought we would get have not been approved after all because they are not considered part of the lighting project. I asked about the other lighting items on my wish list and the final cost, but have not received a reply from Rick.
- **ADA Bathroom** – Rick has not provided an update on this project.
- **Reopening Plan Phase 2** – We have opened and based on the governor's orders, including the 25 person limit on indoor gatherings. The theater allows us to sit 76 safely so we are able to use that space for birthdays and other events as long as they do not gather after. Donna Culbert has clarified that if we rent to sports groups, it should be organized groups who have the insurance and resources to do wellness checks and enforce masking and distancing requirements. As a result.
- **Film Festival Event with Library** – Doug Lord will not be doing the festival.
- **Plumbing Needs** – Still have not secured a plumbing quote for sink in the old tax collector's tenant space just due to time constraints, but I will get that done this month. We did have some plumbing issues, but Al was able to repair them.

### **DRIVE-IN CANCELLATION POLICY**

- If the movie is cancelled for any reason, e.g. large storm, etc. we will post it on the Edmond Town Hall Website and Facebook page by **3:30 p.m. the day before**. We will also send an alert email to the ticket buyer. Ticket buyers will receive a credit code that can be used to buy tickets to another show.
- No refunds will be given if it rains during the movie.
- In case of cancellation due to technical issues that prevent us from showing the movie, we will refund ticket prices. We cannot refund online system fees.

## Edmond Town Hall - Board of Managers

## A/P Aging Summary

As of June 30, 2020

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
					\$ -
Alarms by Precision	\$ 500.00				\$ 500.00
Aquarion Water	\$ 153.80				\$ 153.80
Associated Refuse	\$ 381.00				\$ 381.00
BOM- Minutes	\$ 125.00	\$ 125.00			\$ 250.00
Eversource - Electric	\$ 2,021.31				\$ 2,021.31
Eversource - Flood	\$ 57.24				\$ 57.24
Fire Out	\$ 325.00				\$ 325.00
Frontier Communications	\$ 166.83				\$ 166.83
Frontier Communications	\$ 41.09				\$ 41.09
Newtown Color	\$ 273.35				\$ 273.35
Newtown Hardware	\$ 378.34				\$ 378.34
Refunds	\$ 425.00				\$ 425.00
Silvermine	\$ 550.00				\$ 550.00
Spectrum	\$ 104.98				\$ 104.98
Town of Newtown (credit card)					\$ -
Town of Newtown (payroll)					\$ -
Total Building Expenses	<b>\$5,002.94</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,127.94</b>
Commissioner of Revenue Svc	0.00				0.00
Total Theater Expenses	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
GRAND TOTAL	<b><u>\$5,002.94</u></b>	<b><u>\$125.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$5,127.94</u></b>

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07/03/20

Accrual Basis

## Edmond Town Hall - Board of Managers

## Profit &amp; Loss Budget vs. Actual

July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
3000 · BUILDING INCOME				
3100 · ROOM RENTALS				
3110 · ALEXANDRIA ROOM				
3111 · Alexandria Room Rental	28,280.82	43,541.67	-15,260.85	65.0%
3112 · Kitchen Rental	4,167.00	4,583.33	-416.33	90.9%
3113 · China Rental	75.00	0.00	75.00	100.0%
3114 · Dressing Room Rental	150.00	0.00	150.00	100.0%
3110 · ALEXANDRIA ROOM - Other	6,712.50	0.00	6,712.50	100.0%
Total 3110 · ALEXANDRIA ROOM	39,385.32	48,125.00	-8,739.68	81.8%
3120 · GYMNASIUM	31,404.40	41,708.33	-10,303.93	75.3%
3130 · THEATRE	39,115.00	40,150.00	-1,035.00	97.4%
3140 · MEETING ROOMS				
3141 · Lower Meeting Room	1,003.50	2,588.50	-1,585.00	38.8%
3142 · Old Court Room	1,278.50	1,810.50	-532.00	70.6%
3143 · Meeting Room 2	60.00	215.42	-155.42	27.9%
3144 · Mary Hawley Room	13.50	915.00	-901.50	1.5%
3145 · Meeting Room 3	2,970.00	3,960.00	-990.00	75.0%
3140 · MEETING ROOMS - Other	0.00	0.00	0.00	0.0%
Total 3140 · MEETING ROOMS	5,325.50	9,489.42	-4,163.92	56.1%
3150 · A / V Equipment Rentals				
3151 · Microphone Rental	170.00	183.33	-13.33	92.7%
3152 · Speaker Rental	0.00	0.00	0.00	0.0%
3153 · TV Rental	0.00	0.00	0.00	0.0%
3150 · A / V Equipment Rentals - Other	175.00	0.00	175.00	100.0%
Total 3150 · A / V Equipment Rentals	345.00	183.33	161.67	188.2%
3190 · Rent - Storage	275.00	150.00	125.00	183.3%
Total 3100 · ROOM RENTALS	115,850.22	139,806.08	-23,955.86	82.9%
3200 · TENANT RENTALS	36,130.47	41,240.25	-5,109.78	87.6%
3300 · SPECIAL EVENTS				
3303 · Laser Spectacular Fundraiser	1,720.00	0.00	1,720.00	100.0%
3304 · Yale Whiffenpoofs&Whim n Rhythm	0.00	0.00	0.00	0.0%
3305 · Live Events (ETH Sponsored)	34,098.75	4,000.00	30,098.75	852.5%
3308 · Dark Night Cabaret	0.00	0.00	0.00	0.0%
3310 · Bar Sales	5,882.85	1,000.00	4,882.85	588.3%
3317 · Other Special Events (non ETH)	0.00	0.00	0.00	0.0%
Total 3300 · SPECIAL EVENTS	41,701.60	5,000.00	36,701.60	834.0%
3500 · OTHER INCOME				
3410 · Soda Machine	0.00	300.00	-300.00	0.0%
3501 · Hawley Trust Interest	37,822.89	34,500.00	3,322.89	109.6%
3502 · Bank Interest	101.43	91.67	9.76	110.6%
3503 · Town of Newtown-Contrib				
3510 · Budgeted Allocations	0.00	125,000.00	-125,000.00	0.0%
3520 · CIP Allocations	3,538.73			
3503 · Town of Newtown-Contrib - Other	125,000.00	0.00	125,000.00	100.0%
Total 3503 · Town of Newtown-Contrib	128,538.73	125,000.00	3,538.73	102.8%
3530 · Other Income	0.00	0.00	0.00	0.0%
Total 3500 · OTHER INCOME	166,463.05	159,891.67	6,571.38	104.1%
3600 · DONATIONS TO SPECIAL PROJECTS				
3620 · Sale of Thr Seats	0.00	0.00	0.00	0.0%
3630 · Adopt-a-Chair Donations	300.00	5,500.00	-5,200.00	5.5%
3640 · Theatre Sound System Donations	0.00	0.00	0.00	0.0%
3650 · Restoration Donations	794.42	733.33	61.09	108.3%
3660 · "Light Up The Theater"	820.00			



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07/03/20

Accrual Basis

# Edmond Town Hall - Board of Managers

## Profit & Loss Budget vs. Actual

### July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Bud...	% of Budget
3680 · Building Donations	534.00	0.00	534.00	100.0%
Total 3600 · DONATIONS TO SPECIAL PRO...	2,448.42	6,233.33	-3,784.91	39.3%
3000 · BUILDING INCOME - Other	0.00			
Total 3000 · BUILDING INCOME	362,593.76	352,171.33	10,422.43	103.0%
5000 · THEATRE INCOME				
5100 · TICKETS				
5110 · Ingersoll Auto	21,375.00	0.00	21,375.00	100.0%
5100 · TICKETS - Other	53,888.25	109,091.54	-55,203.29	49.4%
Total 5100 · TICKETS	75,263.25	109,091.54	-33,828.29	69.0%
5200 · CONCESSIONS	68,964.31	94,146.35	-25,182.04	73.3%
5300 · GIFT CERTIFICATES	324.00	986.00	-662.00	32.9%
5500 · Candy Rebate Income	0.00	0.00	0.00	0.0%
5600 · Advertising Income				
5601 · Screen Ads - Slides	2,845.00	1,907.51	937.49	149.1%
5602 · Screen Ads - Videos	2,325.00	7,902.50	-5,577.50	29.4%
5603 · Movie Preview Sponsor	2,340.00	5,330.00	-2,990.00	43.9%
5600 · Advertising Income - Other	0.00	0.00	0.00	0.0%
Total 5600 · Advertising Income	7,510.00	15,140.01	-7,630.01	49.6%
5900 · OTHER INCOME - THEATRE				
5902 · Sunday Cinema Series	2,955.00	0.00	2,955.00	100.0%
5903 · Rooster Film Festival	0.00	0.00	0.00	0.0%
5900 · OTHER INCOME - THEATRE - Other	0.00	8,525.00	-8,525.00	0.0%
Total 5900 · OTHER INCOME - THEATRE	2,955.00	8,525.00	-5,570.00	34.7%
Total 5000 · THEATRE INCOME	155,016.56	227,888.90	-72,872.34	68.0%
Total Income	517,610.32	580,060.23	-62,449.91	89.2%
Gross Profit	517,610.32	580,060.23	-62,449.91	89.2%
Expense				
4000 · BUILDING EXPENSES				
4100 · SALARIES				
4110 · Salaries				
4111 · Building Administrator	60,500.15	53,519.21	6,980.94	113.0%
4112 · Payroll-MGT-Office	24,448.99	29,333.33	-4,884.34	83.3%
4114 · Payroll-MNT	78,909.24	77,296.00	1,613.24	102.1%
4115 · Payroll-NHT	31,165.68	30,250.00	915.68	103.0%
4116 · Employee Recognition	450.00	0.00	450.00	100.0%
4117 · Per Diem Staff	0.00	0.00	0.00	0.0%
4110 · Salaries - Other	0.00	0.00	0.00	0.0%
Total 4110 · Salaries	195,474.06	190,398.54	5,075.52	102.7%
4120 · Employer FICA & Med.-BLDG	14,525.26	12,316.63	2,208.63	117.9%
4130 · State Unemployment	0.00	1,310.00	-1,310.00	0.0%
4140 · Personnel Contingency	0.00	6,233.37	-6,233.37	0.0%
Total 4100 · SALARIES	209,999.32	210,258.54	-259.22	99.9%
4400 · UTILITIES				
4410 · Electricity	36,483.52	34,556.50	1,927.02	105.6%
4420 · Gas	19,287.32	18,750.00	537.32	102.9%
4430 · Water	2,475.13	2,815.79	-340.66	87.9%
4450 · Telephone	2,231.86	2,499.75	-267.89	89.3%
4460 · Internet	916.84	1,533.73	-616.89	59.8%
Total 4400 · UTILITIES	61,394.67	60,155.77	1,238.90	102.1%
4500 · OUTSIDE SERVICES				
4510 · Refuse Removal	4,572.00	4,581.50	-9.50	99.8%
4515 · Alarm System	3,059.50	682.00	2,377.50	448.6%

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07/03/20

Accrual Basis

## Edmond Town Hall - Board of Managers

## Profit &amp; Loss Budget vs. Actual

July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Bud...	% of Budget
4520 · BOM Meeting Minutes	1,250.00	1,833.33	-583.33	68.2%
4525 · Boiler	1,625.00	1,888.33	-263.33	86.1%
4530 · HVAC	0.00	7,416.75	-7,416.75	0.0%
4535 · Generator	0.00	1,008.33	-1,008.33	0.0%
4540 · Pest Control	1,550.00	1,705.00	-155.00	90.9%
4545 · Computer Servicing	6,352.03	6,050.00	302.03	105.0%
4546 · Web Site				
4546-01 · Web Hosting	0.00	550.00	-550.00	0.0%
4546-02 · Live at ETH - Web Site Upda...	0.00	0.00	0.00	0.0%
4546 · Web Site - Other	645.00	0.00	645.00	100.0%
<b>Total 4546 · Web Site</b>	<b>645.00</b>	<b>550.00</b>	<b>95.00</b>	<b>117.3%</b>
4550 · Landscaping	935.00	1,833.33	-898.33	51.0%
4555 · Snow Removal	1,892.00	4,285.71	-2,393.71	44.1%
4560 · Elevator	240.00	1,191.67	-951.67	20.1%
4565 · Legal Services	240.00	9,166.67	-8,926.67	2.6%
4566 · Consulting Fees	392.00	0.00	392.00	100.0%
4570 · Piano Tuning	280.00	550.00	-270.00	50.9%
4580 · Fire Supression System	0.00	0.00	0.00	0.0%
4585 · Electricians	0.00	2,750.00	-2,750.00	0.0%
4591 · Security Expense	0.00	0.00	0.00	0.0%
4595 · Plumbing	7,186.92	916.67	6,270.25	784.0%
<b>Total 4500 · OUTSIDE SERVICES</b>	<b>30,219.45</b>	<b>46,409.29</b>	<b>-16,189.84</b>	<b>65.1%</b>
4600 · REPAIRS AND MAINTENANCE				
4610 · Building Repairs	16,202.40	22,916.67	-6,714.27	70.7%
4620 · Building Supplies	13,336.54	23,100.00	-9,763.46	57.7%
4625 · Equip Inspections/Maint.	940.00	4,579.67	-3,639.67	20.5%
4640 · Maintenance				
4640-02 · Contract Renewals	6,661.90	0.00	6,661.90	100.0%
4640-03 · Regular Maintenance	3,330.00	8,250.00	-4,920.00	40.4%
<b>Total 4640 · Maintenance</b>	<b>9,991.90</b>	<b>8,250.00</b>	<b>1,741.90</b>	<b>121.1%</b>
4645 · Landscaping	0.00	0.00	0.00	0.0%
4650 · Unexpected Repairs	0.00	0.00	0.00	0.0%
4660 · Capital Improvement Projects	3,502.76	0.00	3,502.76	100.0%
<b>Total 4600 · REPAIRS AND MAINTENANCE</b>	<b>43,973.60</b>	<b>58,846.34</b>	<b>-14,872.74</b>	<b>74.7%</b>
4700 · OFFICE				
4710 · Office Supplies	2,946.28	4,766.67	-1,820.39	61.8%
4720 · Bank charges	32.00	0.00	32.00	100.0%
4721 · Credit Card Fees (Bank Charges)	1,784.37	2,933.33	-1,148.96	60.8%
4722 · Permits	561.10	0.00	561.10	100.0%
4725 · Water Cooler	272.09	0.00	272.09	100.0%
4745 · Postage	220.00	0.00	220.00	100.0%
4750 · Dues and Subscriptions	3,293.15	0.00	3,293.15	100.0%
4751 · Advertising/Marketing	3,112.83	2,558.67	554.16	121.7%
4765 · Computer Supplies	0.00	0.00	0.00	0.0%
4775 · Continuing Education	0.00	0.00	0.00	0.0%
<b>Total 4700 · OFFICE</b>	<b>12,221.82</b>	<b>10,258.67</b>	<b>1,963.15</b>	<b>119.1%</b>
4800 · BUILDING EXPENSES				
4810 · Equipment	9,102.80	2,750.00	6,352.80	331.0%
4815 · Building Supplies	9,764.40	0.00	9,764.40	100.0%
4820 · Alexandria Room Supplies	0.00	4,125.00	-4,125.00	0.0%
4825 · Bar/Liquor Items	2,419.69	0.00	2,419.69	100.0%
4850 · Refunds	0.00	0.00	0.00	0.0%
4870 · Seasonal Items	278.27	458.33	-180.06	60.7%
4880 · Marketing Expense	0.00	0.00	0.00	0.0%
4885 · THR Birthday/Meeting Expenses	223.50	0.00	223.50	100.0%
4886 · Special Events (Non ETH Spons)	7,655.25	0.00	7,655.25	100.0%
4887 · Jukebox 45	6,368.26			
4888 · Live Events (ETH Sponsored)	19,381.68			

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Accrual Basis

# Edmond Town Hall - Board of Managers

## Profit & Loss Budget vs. Actual

### July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Bud...	% of Budget
4890 · Other	0.00	0.00	0.00	0.0%
4800 · BUILDING EXPENSES - Other	-69.00	0.00	-69.00	100.0%
<b>Total 4800 · BUILDING EXPENSES</b>	<b>55,124.85</b>	<b>7,333.33</b>	<b>47,791.52</b>	<b>751.7%</b>
<b>4900 · SPECIAL PROJECTS</b>				
4952 · Alexandria Room Improvements	0.00	0.00	0.00	0.0%
4953 · Theatre Revitalization Project				
4953-01 · Duane Langenwalter	0.00	0.00	0.00	0.0%
4953 · Theatre Revitalization Project - ...	0.00	1,833.33	-1,833.33	0.0%
<b>Total 4953 · Theatre Revitalization Project</b>	<b>0.00</b>	<b>1,833.33</b>	<b>-1,833.33</b>	<b>0.0%</b>
4971 · Office Renovations	-1,475.00	4,583.33	-6,058.33	-32.2%
4979 · Balcony Seating	2,039.40	0.00	2,039.40	100.0%
4982 · Theatre Improvements	300.00	0.00	300.00	100.0%
4986 · Security Cameras - THR	0.00	0.00	0.00	0.0%
<b>Total 4900 · SPECIAL PROJECTS</b>	<b>864.40</b>	<b>6,416.66</b>	<b>-5,552.26</b>	<b>13.5%</b>
4000 · BUILDING EXPENSES - Other	0.00			
<b>Total 4000 · BUILDING EXPENSES</b>	<b>413,798.11</b>	<b>399,678.60</b>	<b>14,119.51</b>	<b>103.5%</b>
<b>7000 · THEATRE EXPENSES</b>				
<b>7100 · FILMS</b>				
7105 · FILM RENTALS	32,782.49	45,833.33	-13,050.84	71.5%
7110 · Film Transport	1,558.05	1,448.42	109.63	107.6%
<b>Total 7100 · FILMS</b>	<b>34,340.54</b>	<b>47,281.75</b>	<b>-12,941.21</b>	<b>72.6%</b>
<b>7200 · CONCESSIONS</b>				
7210 · Snacks	9,362.75	15,693.95	-6,331.20	59.7%
7220 · Popcorn	9,661.42	9,180.00	481.42	105.2%
7230 · Beverages	5,550.58	9,648.63	-4,098.05	57.5%
7270 · Paper Products	640.23	446.83	193.40	143.3%
7200 · CONCESSIONS - Other	0.00	0.00	0.00	0.0%
<b>Total 7200 · CONCESSIONS</b>	<b>25,214.98</b>	<b>34,969.41</b>	<b>-9,754.43</b>	<b>72.1%</b>
7300 · SALES AND USE TAX	5,220.00	6,499.00	-1,279.00	80.3%
<b>7400 · SALARIES</b>				
7410 · Payroll-MGT-Theatre	46,659.08	44,000.00	2,659.08	106.0%
7420 · Payroll-TKT	7,102.26	10,083.33	-2,981.07	70.4%
7430 · Payroll-PRJ	7,988.04	7,333.33	654.71	108.9%
7440 · Payroll-CON	23,210.10	26,583.33	-3,373.23	87.3%
7450 · Payroll - THR Inventory	4,423.12	3,666.67	756.45	120.6%
<b>Total 7400 · SALARIES</b>	<b>89,382.60</b>	<b>91,666.66</b>	<b>-2,284.06</b>	<b>97.5%</b>
7500 · Employer FICA & Med.-THEA	7,082.76	6,875.00	207.76	103.0%
<b>7600 · ADVERTISING</b>				
7601 · Advertising Expense	12,763.10	8,800.00	3,963.10	145.0%
7602 · Screen Advertising Commission	3,278.25	6,031.67	-2,753.42	54.4%
7603 · Screen Advertising Expenses	310.90	0.00	310.90	100.0%
<b>Total 7600 · ADVERTISING</b>	<b>16,352.25</b>	<b>14,831.67</b>	<b>1,520.58</b>	<b>110.3%</b>
<b>7700 · OUTSIDE SERVICES</b>				
7710 · SECURITY	0.00	0.00	0.00	0.0%
7720 · Maintenance / Support Contracts	514.52	9,166.67	-8,652.15	5.6%
7700 · OUTSIDE SERVICES - Other	0.00	0.00	0.00	0.0%
<b>Total 7700 · OUTSIDE SERVICES</b>	<b>514.52</b>	<b>9,166.67</b>	<b>-8,652.15</b>	<b>5.6%</b>
<b>7900 · OTHER EXPENSES</b>				
7910 · SUPPLIES	1,215.44	640.75	574.69	189.7%
7950 · EQUIPMENT	6,099.00	2,750.00	3,349.00	221.8%
7980 · Sunday Cinema Series	791.85	0.00	791.85	100.0%

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Accrual Basis

**Edmond Town Hall - Board of Managers**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through May 2020

	<u>Jul '19 - May 20</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
<b>Total 7900 · OTHER EXPENSES</b>	8,106.29	3,390.75	4,715.54	239.1%
<b>Total 7000 · THEATRE EXPENSES</b>	186,213.94	214,680.91	-28,466.97	86.7%
<b>Total Expense</b>	600,012.05	614,359.51	-14,347.46	97.7%
<b>Net Ordinary Income</b>	-82,401.73	-34,299.28	-48,102.45	240.2%
<b>Net Income</b>	<u><u>-82,401.73</u></u>	<u><u>-34,299.28</u></u>	<u><u>-48,102.45</u></u>	<u><u>240.2%</u></u>

## 2020 Edmond Town Hall Summer Drive In

Film Shown	"Homeward Bound"		"Toy Story"		"Guardians of the Galaxy"			Running Total
Date	June 5- June 11, 2020		June 12- June 18, 2020		June 19- June 25, 2020			
REVENUE (net of fees)								
Ticket Revenue	\$	1,680.00	\$	2,940.00	\$	2,920.00		
Concession Revenue (Popcorn/Online)	\$	823.25	\$	1,659.75	\$	2,034.50		
Ingersoll Sponsorship		350		350		350		
Total Revenue Collected	\$	2,853.25	\$	4,949.75	\$	5,304.50	\$ -	\$ 13,107.50
EXPENSES								
Average Staff/Managers*	\$	2,175.00	\$	2,175.00	\$	1,434.17		
Film Cost (50% Net Tickets or \$350)	\$	840.00	\$	1,470.00	\$	1,460.00		
Concession Cost (est 33% Of Net \$)	\$	321.07	\$	547.72	\$	671.39		
Square Fee (est 6%-online purchases)	\$	0.92	\$	15.11	\$	27.99		
Total Expenses	\$	3,336.98	\$	4,207.82	\$	3,593.55	\$ -	\$ 11,138.35
* Includes movie shifts, hourly wages and 5 hrs of Kat (manager)								
Net Revenue Earned	\$	(483.73)	\$	741.93	\$	1,710.96	\$ - \$ - \$ -	\$ 1,969.15



## Edmond Town Hall Board of Managers

### Pandemic Building Review

7/15/2020

*This committee, working closely with Operations Manager Sheila Torres and Bookkeeper Lauren DiMartino, will have two basic charges with regards to further review of the state of the business as it relates to building uses and associated costs. (BOM sub-committee members appointed by the Chair)*

- 1. Consider revenue streams that can be implemented under the Governor's pandemic orders. Ideally these will be previously uninvestigated sources but deeper consideration of already discussed areas is acceptable. This should include things that are both allowable and not allowable under the current borough regulations, noting that maybe we can ask for flexibility given the pandemic. While the considerations should be for implementation while we are under the Governor's Pandemic orders, there should be a discussion about the feasibility for possible continuation of implementation when we are fully opened without pandemic restrictions.*
- 2. The committee should also attempt to find cost reductions, primarily short term, that could be restored when reopening to full status. Although considerations for long term savings that can be implemented quickly are acceptable, the focus should be on temporary cost saving strategies. Considerations can include reduction of staff hours but not the eliminating of positions at this time.*

*The difference between what this sub-committee is charged with and what we normally discuss is this is temporary and quick implementation (but consider the potential for long term/permanent solutions).*

*The committee should consider attempting to get feedback from other town departments as well as other like businesses. These discussions should include (but not be limited to) additional shared services during the pandemic and perhaps beyond. For example, maybe the BOE or the Community Center have services that could be shared assuming decreased workload under lower facility use conditions.*

*The committee will submit recommendations, based on findings, to the Board of Managers.*

Jennifer S. Chaudhary - Edmond Town Hall Board Chair



## Edmond Town Hall Board of Managers

### Appointment

*Date: 7/14/2020*

*To: Town of Newtown, Debbie Halstead, Town Clerk*

Dear Ms. Halstead,

Effective Immediately, 7/15/2020.

At the Edmond Town Hall Board of Managers meeting dated 7/14/2020, the Edmond Town Hall Board of Managers motioned and voted unanimously to appoint **Anna Wiedamann** to fill the **Democratic** vacancy left following the resignation of Lisa Schwartz on 6/15/2020 for the remaining term of the vacancy (12/01/21).

Sincerely,

Jennifer S. Chaudhary - Edmond Town Hall Board Chair