

Edmond Town Hall Board of Managers
Regular Meeting
Tuesday, September 10, 2019 - 6:00 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: Margot Hall, Marie Smith, Lisa Schwartz, Jen Chaudhary, Jen Guman, Herb Rosenthal

Absent: none

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

Call to Order: Chairman Hall called the meeting to order at 6:31 p.m.

Public Participation: None.

Report from Theater Coordinator:

Mr. Mahoney reported that Disney's "Aladdin" had the best turn-out in a long time taking in almost \$14,000. "True Grit", presented by Newtown Cultural Arts, only brought in 74 people. The free movie for this month is "Toy Story 4" which is playing now and was free over the past weekend. The Lion King may be showing next. The Rockapella concert is scheduled for 9/13 - 9/14; starting on 9/15 is "The Art of Racing in the Rain"; 9/21 is the Juke Box 45 concert; 9/27 is the Javier Colon concert; 9/29 begins 3 showings of "Raiders of the Lost Arc" presented by Newtown Cultural Arts.

Approval of Minutes:

Ms. Hall asked for an approval of the minutes.

Ms. Smith motioned to approve the minutes of the regular meeting held on August 13th. Seconded by Ms. Schwartz.

Ms. Hall asked for a correction of the amount spent to \$53,738.45.

Motion then passed with all in favor.

Reports:

Chairman:

Ms. Hall told the Board that she attended a gathering of the Mary Hawley Society members (Michael Guman, Julie Brunelle, Annmarie Gianni and Jay Spaleta) and that she hopes they will be able to gather the needed number 5 to make up their roster.

Operations Manager (Refer to Attachment A):

Board members raised questions and received explanations from Ms. Torres.

Review and Approval of Monthly Bills (Refer to Attachment B):

Ms. Smith reported the monthly bills to the Board. On item on the credit card was a tent that replaced the old faded tent.

Mr. Rosenthal moved to approve the building expense bills in the amount of \$41,359.23 and the theater expense in the amount of \$11,615.92 totaling \$52,975.15. Jen C. second. All in favor.

OLD BUSINESS:

NewArts Christmas Show (J. Chaudhary & Operations Manager):

Ms. Chaudhary told members that she and Ms. Torres met with NewArts to discuss the possibility of them performing an annual holiday show. This year's show would be a scaled down version of the performances to be held in later years. The group discussed the possible impact to other scheduled events and activities during the same time period and if the venue could meet the needs of NewArts, one of which is a large dressing room to store costumes and dress performers. Ms. Torres suggested asking the Borough for permission to use their room temporarily for the dressing room. Members agreed with the option. The group then decided that NewArts would be given a 1-year contract and then determine continued annual use.

Ms. Guman motioned to approve having NewArts come for this one year as a test as long as Ms. Torres can work out accommodations. Ms. Schwartz. All in favor.

October 7th Movie Premier (L. Schwartz & J. Chaudhary):

Ms. Chaudhary updated the Board that communications are now going out for the October 7th movie premier. Oak Barrel Wine & Spirits will be doing the bar. Flyers have gone out to the Community Center. The Monroe Diner is donating food. Money raised from event will be for the Light the Theater fund. The group discussed that donors could be recognized on the movie screen. Ms. Guman recommended that for people who donate directly to the lighting fund be recognized in a more permanent manner.

NEW BUSINESS:

NYWA request (J. Chaudhary & Operations Manager):

Newtown Youth Wrestling has setup in the gym. They are asking if they can put up a rope and pulley system for hanging and removing their banner. Ms. Torres explained how NYWA has found creative ways to resolve obstacles while keeping the integrity of the building and keeping the room neutral. NYWA is flexible and a good renter, and is excited to be located in the Edmond Town Hall.

Fund Raising opportunity (J. Chaudhary):

Ms. Chaudhary made the group aware that the State of CT is making changes to sexual harassment laws which require businesses with 3 or more employees to have training. There is a company who would like to use the Alexandria room as the location for these training services. Fees collected would be split 50/50 with the company. The Edmond Town Hall can possibly make upwards of \$2,000. The training would be composed of 6 different events and the company is willing to work within the ETH schedule. The group discussed scheduling and location of the training.

Mr. Rosenthal motioned to support the fund raising opportunity for sexual harassment prevention training. Jen G. seconded. All in favor.

House technicians - lighting and sound vendor:

See "Music Series" under the Report from Operations Manager section.

Flagpole Radio Café (J. Guman):

Ms. Guman told the Board that the Flagpole Radio Café will not be holding their September show due to the lack of a headliner and asked for the proper process of communicating their cancellation. Ms. Torres requested an email. The series will begin in November and must have all shows scheduled by September of 2020. The Board discussed the cancellation process and fees. A recommendation for a cancellation process and fee will be documented for review in a future meeting.

Hiring of p/t custodian:

Ms. Torres told the group that she received a call back from another reference.

Mr. Rosenthal motioned to authorized Ms. Torres to hire Juan Guzman as a part-time 24-hours custodian for the salary and benefits as previously determined. Ms. Chaudhary seconded. All in favor.

Comments from Board members:

Ms. Chaudhary reminded members that work still needed to be completed for the press release for the Mary Hawley Society.

Adjournment:

Ms. Chaudhary motioned to adjourn at 8:10 p.m. Ms. Schwartz seconded. All in favor.

ETH MANAGER'S REPORT – 10 Sep 2019 – Sheila Torres

Summary/Highlights

Most of my time this past month was spent weaning out candidates, interviews, dealing with music series issues, from sponsors to press releases, liquor licenses, calls from public related to tickets and acts, musicians, advertising, etc. Also managing vendors and dealing with security issues. CIP and theater project also filled my time.

Decisions Needed

- **Personnel** – Approval of PT custodian candidate; Do we transition inventory and reporting responsibilities to the Finance function in October?
- **Bar** – Decision needed on solution for the insufficient liquor permits for the fall performances. Provide bar only for the ETH sponsored shows? We have only 3 licenses left, perhaps 4 for the rest of the year.
- **Music Series** – Clarity needed around the marketing and technical support for live events and the items mentioned in the plan, who is doing them and when, also the timing of the acts. Much work needs to be done up front before acts are booked. These are marketing, box office and technical functions, for which we have no staff. Also, a more realistic budget and time line needs to be developed.
- **Plumbing** – Main floor, Alexandria Room and gym bathrooms need new faucets sooner rather than later.
- **Safety** – Gym doors and hardware need to be addressed sooner rather than later due to increased use.

Work in Progress

- **CIP** – After last meeting I spoke with Bob Tait about the reprioritization. I asked whether we could have the safety/building improvements done as well as moving up the parking lot because it too is in real need of improvement. He has moved the dates on the timeline so that we can hopefully accomplish all those things as soon as possible. This will prevent us from having to wait 4 years or so before addressing the parking lot, while allowing us to make the necessary building infrastructure repairs.
- **Theater** – The pit staging has been completed. I am working with Rick Spreyer to use remaining funds to improve safety around lighting. I have asked DNR to provide a lighting plot for review and submission.
- **LED Interior Lighting Project** – Quite a bit of progress on this project but the gym still remains and the outside lamp posts. They are working on a solution to the non-working lamppost near the exit driveway, which will involve putting lighting on the south wall of the building and pointing it in that direction.
- **Newtown Wrestling** – Practices began last week. I am still working on making some needed changes to the space related to bathrooms, etc.
- **Live Events Ticketing** – After spending a lot of time putting our floor plan on Ticketleap, I have determined that it's best to use the Vendini ticketing platform, despite the expense. That is because Vendini is more user friendly on mobile devices. Ticketleap is a better option when tickets are general admission.
- **ADA Bathroom Project** – Have made no progress on this during this month, including have been unable to meet with building inspector. Will try again.
- **Personnel** – Lighting and sound expertise, bar tenders, and production coordinator sorely needed. I am trying to develop a list of approved vendors to provide lighting, sound and other types of expertise. I have spoken with five different vendors and I'm waiting to speak with one more. I have asked them to come back with price ranges so that we have an idea of the cost. Customers will want to know that.
- **Training** – Lauren DiMartino and Kelly Murphy have had two training sessions. Hannah Daly learned to do birthday party projection.
- **Web Site Update** – We need a thorough overhaul of our web site. This is time consuming and I have been unable to get to this very important work.

Edmond Town Hall - Board of Managers

A/P Aging Summary

As of August 31, 2019

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Aquarian	234.17	205.84	0.00	0.00	440.01
Associated Refuse	381.00	0.00	0.00	0.00	381.00
BOM- Minutes	125.00	0.00	0.00	0.00	125.00
Crystal Rock	42.75	0.00	0.00	0.00	42.75
Dumouchel	67.58	0.00	0.00	0.00	67.58
Effective Pest	155.00	0.00	0.00	0.00	155.00
Eversource - Floodlight	29.23	0.00	0.00	0.00	29.23
Eversource - Electric	4,456.43	0.00	0.00	0.00	4,456.43
Eversource- Gas	703.11	0.00	0.00	0.00	703.11
Frontier Communications	328.85	0.00	0.00	0.00	328.85
Frontier Communications-2	19.02	0.00	0.00	0.00	19.02
Life Safety Service	175.00	0.00	0.00	0.00	175.00
MCR Construction	222.00	0.00	0.00	0.00	222.00
Newtown Hardware	152.50	0.00	0.00	0.00	152.50
New England Media Group	1,537.50	0.00	0.00	0.00	1,537.50
Shadow Graphics	359.00	0.00	0.00	0.00	359.00
Security Deposit Refunds	1,800.00	0.00	0.00	0.00	1,800.00
Silvermine	550.00	0.00	0.00	0.00	550.00
Spectrum	97.00	0.00	0.00	0.00	97.00
The Bee Publishing	432.00	0.00	0.00	0.00	432.00
Town of Newtown (credit card)	3,648.48	0.00	0.00	0.00	3,648.48
Town of Newtown (payroll)	25,637.77	0.00	0.00	0.00	25,637.77
Total Building Expenses	\$41,153.39	\$205.84	\$0.00	\$0.00	\$41,359.23
Annapurna	\$250.00	0.00	0.00	0.00	250.00
CineVizion	\$80.00	0.00	0.00	0.00	80.00
Commissioner of Revenue Svc	882.00	0.00	0.00	0.00	882.00
Coz Associates	234.00	0.00	0.00	0.00	234.00
Deluxe Echostar	199.75	0.00	0.00	0.00	199.75
Manchester Tobacco & Candy Co.	450.00	0.00	0.00	0.00	450.00
Northeast Beverage	183.80	284.85	0.00	0.00	468.65
Pepsi Beverages Company	726.19	0.00	0.00	0.00	726.19
Paramount	1,046.85	0.00	0.00	0.00	1,046.85
Prime Publishing	346.50	0.00	0.00	0.00	346.50
Terry's Popcorn	1,105.00	0.00	0.00	0.00	1,105.00
Vistar	484.00	0.00	0.00	0.00	484.00
Walt Disney	5,050.88	0.00	0.00	0.00	5,050.88
Warner Bros.	402.10	0.00	0.00	0.00	402.10
Total Theater Expenses	\$11,441.07	\$284.85	\$0.00	\$0.00	11,475.92
GRAND TOTAL	\$52,594.46	\$490.69	\$0.00	\$0.00	\$52,835.15