



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

### **MINUTES**

#### **Pandemic Building Review Subcommittee Meeting**

Sunday, July 19<sup>th</sup>, 2020 - 5:30 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:** Anna Wiedemann, Herb Rosenthal

**Absent:** none

**Also Present:** Operations Manager - Sheila Torres, Lauren DiMartino

**Public:** Doug Lord CH Booth Library

**Call to Order:** Meeting to order at 5:42 p.m.

**Public Participation:**

None

**New Business:**

- Discussed and reviewed current building revenue and expenses due to the Pandemic and the possibilities of additional ways to reduce expenditures.
- Discussed additional opportunities for revenue both short term and long term.

**Adjournment:**

Herb Rosenthal motion to adjourn, seconded by Anna Wiedemann. 6:55pm. All in favor.

*Respectfully Submitted,*

*Anna Wiedemann*

*Herb Rosenthal*

*Board of Manager Subcommittee members*



## 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