

**ETH Board of Managers – 6:30pm**

**Sept 11, 2018 – Regular meeting – Mary Hawley Room**

Present – Margot Hall, Marie Smith, Lisa Schwartz, Jenn Chaudhary, Jenn Guman, Herbert Rosenthal

Also present - Thomas Mahoney and Sheila Torres

No public

Meeting was called to order by Ms Hall at 6:29.

Report from Theater Coordinator – Mr Mahoney reported it was a slow month for the theater. Book Club and Oceans 8 were both chic flicks and mostly attended by adults.

Aug 24<sup>th</sup> Brainstorm Experience only took in \$131 in concession sales netting a \$36 profit. This is considered an accommodation for the event not really a profit making event. Discussion and agreed to keep an eye on it to make sure it is not a losing proposition. It was determined that on the events including a movie concession sales are much better.

Normally concession sales are about ½ of the movie ticket sales. The money to pay for the movies is based on percentage of ticket sales. Minimum is 35% or \$250 whichever is higher and up to 55%, depending on the movie. There are extra movies during summer and days off from school. Ms Gruman would like to see staff cost for the daily movies.

Incredibles 2 – this was a free weekend from Ingersol plus no school Monday so \$9,500 was taken in this week between movies and concessions. Cultural Arts events are coming up Blues Brothers are on Sept 30<sup>th</sup>.

Ms Guman would like cost versus sale price on concession items to determine profitability as well as popularity of the items.

**Ms Chaudhary moved to accept the minutes of the August 14<sup>th</sup> meeting seconded by Ms Smith. Approved**

Ms Hall reported that 84 resumes had been received from all over. There were a lot of school custodians in the mix. Resumes were evaluated and reduced in number. Sept 7<sup>th</sup> 3 were interviewed with a fourth a no show. There is one interview scheduled on both Wednesday and Thursday of this week. Position to fill is a full time custodian working Wednesday thru Saturday.

Report of Operations Manager –report attached

Ms Torres reported that she is acquiring the quotes for the ADA bathroom. They are coming in much higher than budgeted. Discussion occurred on differences between bids and quotes and they best way to proceed.

Unexpected expense – fire doors and gym door handle need to be repaired.

Suggested that Fred Hurley might be able to assist with the front bricks.

**Mr Rosenthal moved to pay August bills totaling \$54,101.80. Ms Schwartz seconded the motion. approved**

Old Business :

Screen Dollars – request that he resubmit documents

Department of Tourism – (brown signs) waiting to hear back

New Business:

Music Series – Ms Guman noted that the 10/19 show was to test the interest of the community. Ms Torres suggested they might want to look into a talent buyer. It was suggested that Newtown resident books the talent for the Ives Center. Ms Tores has made inquiries about sponsorships.

Ms Torres received estimate of \$2500 for 6 shows and \$20,000 for the bands (6 shows) No cost was given for production manager, sound, lighting and marketing. Ms Guman would like to talk to buyer to get actual pricing. Ms Guman volunteered to take on buyer responsibilities until the program is established. Ms Torres was advised for Fall 2019 series booking should start in January. Ms Guman to work on this project with Ms Torres. Agreeable to having Ms Guman move forward and bring back more information and pricing.

Discussion on profitability and wasting resources.

Theater Advisory team – Meeting scheduled for Oct 5<sup>th</sup> 7-8 in the evening with Ms Torres. Managers would like to have them attend the next meeting on October 9<sup>th</sup>. Managers are looking for a revitalization of theater plan. Need to add fundraising, personnel needs and programming to the plan.

Digital Tour – QRC code looking for input.

Newtown Day – October 6 at FFH 11-5

**Move by Ms Guman and 2<sup>nd</sup> by Ms Chaudhary to purchase a vendor booth for \$150 approved**

Art Festival – Being held this weekend and ETH not being charged. Ms Torres has tent, table and banner. Ms Guman would like to set up Friday night. Discussion on coverage for Saturday and Sunday.

Lobby update – **Mr Rosenthal moved that this be tabled until the next meeting on October 9<sup>th</sup> Ms Chaudhary 2<sup>nd</sup> the motion. approved**

**Ms Chaudhary moved to adjourn and Ms Guman 2<sup>nd</sup>.**

Meeting adjourned at 8:05.

Respectfully submitted, LeReine Frampton, clerk

## **ETH MANAGER'S REPORT – 11 Sep 2018 – Sheila Torres**

### **Highlights**

- Met with three vendors to get quotes for ADA bathroom renovation. Working with two other vendors to try to accomplish. Quotes so far have been higher than the budget. Also spoke with representative for remediation needs.
- Met with Michelle Hiscovich and Marilyn Rennagel at the high school auditorium to see what was done there in order to assess
- Will be meeting with Marilyn and Anne Rothstein to speak about grants. Will also be attending a grant writing event next week on Sep 18 and 19. My hope is that we can apply for the federal grant that we missed last year.
- Continue to work on personnel needs and filling staffing holes where necessary until we fill our custodial vacancy. Continue to open building on Saturdays and or Sundays if necessary.
- Have not heard back from the library about Dorothea's Tears.

### **In Progress**

- **Alexandria Room AC Project** – Will meet with project team Wednesday to discuss next steps. They have received all input from Tom Catalina of Public Building and Sites Commission.
- **ADA Bathroom Project** – Working with vendors to get quotes for this project and get it completed. The town approved it and we can move forward. I expect to meet with another vendor tomorrow morning.
- **Temporary Masonry Repairs** – trying to get a temporary fix to the bricks that are loose in the back of the building so that we can be safe until the project is completed by the Town in a couple of years.
- **Permanent Liquor License** – Jen Guman is working on this. But I have received licenses for Joni Mitchell and have completed application for David Wax Museum.
- **Leslie Ballard** – Will meet with Leslie on 9/12 to discuss publicity. I have drafted a press release and will begin publicizing concert more widely.
- **David Wax Museum** – Jen Guman's sponsorship letter went out. Ingersoll will be Gold sponsor, waiting to hear from others.
- **Mike Casey** – Nothing done on Mike Casey.
- **UConn Marketing Project** – I emailed the head of the Marketing Department to ask about this project, but have not heard back.
- **Gym Doors and Fire Doors** – will need to

### **Theater Team**

- Met with the team and with lighting expert Marilyn Rennagel. Went to high school. The theater team would like to meet with the Board.

### **Repairs/Maintenance Completed**

- **Iron sewage stack** – Odors are gone. Kitty litter did the trick. We had to pour it into the bottom concrete floor of the old elevator.
- **Gym Doors and Fire Doors** – repairs to both the gym doors and the fire doors are sorely needed. I will be taking care of this during the coming month.