

**ETH Board of Managers – 6:30pm**

**Oct 9, 2018 – Regular meeting – Mary Hawley Room**

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

Also present - Thomas Mahoney, Sheila Torres, Jen Rogers and Terry Sagedy

No public

Meeting was called to order by Ms Hall at 6:31.

Report from Theater Coordinator – Mr Mahoney reported Incredibles 2 was free movie Ingersol helps a lot. This month was Adams Rib and Blues Brothers. Christopher Robin is on now was free over the weekend. It was not shown Monday since Newtown students were in school. Ms Torres stated local theaters were full due to other towns being off school. We have about an 80% out of town following.

Coming up Avielle is on Oct 11 and Mitchell concert on 13<sup>th</sup>. October 20<sup>th</sup> the Lions Club Pumpkin Race is being held in the back parking lot.

Matinees are held Tuesdays at 1pm, Saturday and Sunday at 1 and 4pm. Senior tickets (60+ for matinees) Accounting keeps the number of \$2 and \$3 tickets separate. Nov 5 Middle School PTA is doing their movie night.

Coffee is coming soon. Schedule for concession workers is being finalized.

Ms Guman requested sales history on concession items by unit and wants cost per unit, as much detail as possible to determine whether items should be changed. Ms Guman offered to help.

Mr Rosenthal questions projections of budget. Is September usually a slow month? Sales seem to be off for the year. Ms Torres said price was changed Dec 2017. Local theaters have reduced prices and Southbury opened with reclining seats. So attendance is down.

**Ms Smith moved to accept the minutes of the September 11<sup>th</sup> meeting seconded by Ms Schwartz. Approved**

**Ms Guman moved to accept Personnel Subcommittee minutes Ms Smith 2<sup>nd</sup> approved**

No subcommittee reports

Ms Hall thanked the committee for the coverage at the Arts Festival and Newtown Day. She also thanked the whole Guman family for their presence. Corn Hole was a great success and attracted many citizens to their station. Edmond Town Hall was well received and had a great spot at Newtown Day.

CIP was presented to the BOS, most of their questions were on repairs. BOF is next then LC.

On November 3<sup>rd</sup>, Newtown United is hosting a fund raiser for theater renovation fund. Meet the authors at MY Place \$20 per ticket. Pizza and wine buffet from 2-4.

Ms Rogers presented a schedule for the Someday Cinema Series for 2019 (see attached). She suggested changing the time to 7:30 on Thursday evening to allow more time for people to get home from work and families to attend. This is preliminary and all things are subject to change. Hocus Pocus may be sponsored already. Wizard of Oz is being requested. Mother stars Albert Brookes and Debbie Reynolds.

Report of Operations Manager –report attached

Taking down the elevator is necessary for the Alexandria Room AC project. Estimate Ben's Masonry - \$29,000 to fix masonry up to \$35,000 if flashing needs to be redone. This is combined with the steps and other repairs for the CIP. Mr Poeltl has inspected to assure current safety.

Theater Advisory Board – There are 5 stages, the first of which is to do a study. Feasability study can cost up to \$50,000. They can look into using parts of other studies such as Newarts study to save some funding. They suggest adding business and real estate experience to the Advisory Board.

ETH needs to be made attractive, safe and up to date. Making connections really helps. Need to revive theater revenue and determine the best use of the building. They are looking for cost effective ways to move forward. Safety items must be done first.

**Mr Rosenthal moved to pay August bills totaling \$48,081.34. Ms Schwartz seconded the motion. approved**

Old Business :

Lobby update \$4000 quote to do the monitor in the lobby the frame to blend the monitor into décor will be additional.

Fire Monitor Company states that phone lines are old and causing the calls to go off at all hours. They suggest using a radio control system.

Replace Fire Doors

These are special projects and the budget is gone due to the year of negatives. We need to set priorities reported Ms Torres.

New Business:

2019 Music Series discussion on costs versus projected revenue based on selling 300 tickets. Board needs to seek donors and sponsors. There is a need to revitalize the Mary Hawley Society to hold fundraising functions.

**Mr Rosenthal moved and Ms Schwartz 2<sup>nd</sup> motion to use up to \$16,000 from designated fund (account 1240) on the balance sheet to get the first two events of the 2019 Music Series started. Approved**

**Ms Chadhaury moved to Hire Mr Fink to fill the custodial position 2<sup>nd</sup> by Ms Smith. Approved with background check and 6 month probation. Background check to follow extra precautions BOE follows due to many youth activities held at ETH.**

**Ms Chaudhary moved and Ms Guman 2<sup>nd</sup> to accept the proposal of the Someday Cinema Series with allowance for change to accomodate Ingersol free weekends. Approved**

Mr Rosenthal suggested having financial reports on agenda. Ms Guman suggests we add Theater Advisory to the agenda.

**Ms Chaudhary moved to go into executive session and Ms Schwartz 2<sup>nd</sup> at 8:59.**

The board came out of executive session at 9:48pm and returned to regular session with the following motion:

**Motion made by Mr Rosenthal and 2<sup>nd</sup> by Ms Schwartz that the board decline the proposal from Newarts. Approved**

Having no further business meeting was adjourned at 9:50pm.

Respectfully submitted, LeReine Frampton, clerk

## ETH MANAGER'S REPORT – 9 Oct 2018 – Sheila Torres

### Highlights

- Met with Marilyn and **Anne Rothstein** to speak about grants. Also attended grant writing event. Plan to apply for the federal grant that we missed last year. Anne Rothstein is a grant writer and she said she would help. I plan to have her review my work.
- Filling in for staff until we fill our custodial vacancy and will continue to do so in the evenings next week as Bruce goes on vacation. Continue to open building on Saturdays and or Sundays if necessary.
- Attended Arts Festival and Newtown Day Booths for part of the day. Jen Guman's bean bag toss was a popular item. One person won
- **Peg Ragaini** has been approved for two older high school students (17 and 18) to provide custodial assistance from a grant. I have asked that they be here in the evenings because that is when we need the most help. I will work to get them trained and then work with Bruce and Al to ensure their work efforts are coordinated.

### 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.
- **Rigging Project** - Waiting for floor plan from Curtis in order to move forward here, but I have three other vendors that I can give to Bob Tait so they can be invited to bid.
- **ADA Bathroom Project** – I am waiting on floor plans from architect in order to move forward on this project. As soon as Claris provides these I can provide them to Belfour Construction and to the third vendor to get an accurate quote.
- **Temporary Masonry Repairs** – Met with Benny from Ben's Masonry to get an opinion on the pointing of bricks.
- **Permanent Liquor License** – The state has made this process easier by putting it on line. I have completed the application but I will need additional information from the Board members in order to proceed with permanent status. Also trying to determine what's the best license, theater or tavern.
- **David Wax Museum** – Ingersoll and the Arts Commission have submitted their sponsorship dollars. Tanya Truax from Newtown Savings said she could not provide funding because it's end of budget year but they still want to help with the series next Fall (2019).
- **Meeting with Crystal Prezler** – discussed grant application and she said she could review as I go along. She also provided the name of two potential state grant organizations and suggested that we do a regional study to ensure we are putting our investment in the right place.
- **CIP** – Met with Board of Selectmen. They questioned the exterior repairs project.
- **Budget** - Submitted rough draft to Board. Will refine this week and send new draft by end of week.
- **Chair Tags** – When new staffer starts I will put Al on this project. I cannot spare him right now.
- **Lighting Project** – Met with reps from CT Energy. Expect a report within two weeks.

### Theater Team

- Fewer members were able to attend the last meeting. The Publicity Team submitted ideas for fundraising. Some of them were consistent with an event idea I developed at grant class. We will work together.

### Repairs/Work Completed

- **Gym Doors and Fire Doors** – Did not have a chance to tackle this during September.
- **Elevator Lobby Walls** - Al has repaired the walls that were damaged during 2015 winter.
- **Staff Evaluations** – Completed

**Someday Cinema Series at the Edmond Town Hall**  
Proposed by Jennifer Rogers for the Newtown Cultural Arts Commission  
October 9, 2018

The Newtown Cultural Arts Commission is delighted to continue presenting the Someday Cinema Series at the Edmond Town Hall. The films selected are enduring and beloved films, not less than 25 years old, featuring the industry's biggest stars, such as:

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.

Here are my proposed dates for screenings:

January 20 – *The Wizard of Oz* (1939)  
February 10 – *Sleepless in Seattle* (1993)  
March 10 – *The Great Escape* (1963)  
April 7 – *Bull Durham* (1988)  
May 5 – *Mother* (1996)  
June 23 – *Life of Brian* (1979)  
September 5 – *Harvey* (1950)  
September 29 – *Smokey and the Bandit* (1977)  
October TBA – *Nosferatu* (1922), accompanied by live pianist  
October 27 – *Hocus Pocus* (1993)  
November 17 – *Nightmare Before Christmas* (1993)  
December 15 – *Holiday Inn* (1942)

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

Thank you for your consideration,

*Jennifer Rogers*

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