

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, June 13, 2017

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown, CT

Chairman Margot Hall called the meeting to order at 6:30pm

Present: Margot Hall, Marie Smith, Jennifer Chaudhary, Anna Wiedemann, Jennifer Guman

Also Present: Sheila Torres, Tom Mahoney, Andy Clure and one member of the public

Public Participation – None

Report from Theater Coordinator – Tom Mahoney reported that on June 1 the Cultural Arts did the Philadelphia Story. On the 25th they will be doing the Princess Bride. Beauty and the Beast is playing now for two weeks. Next week will be Born in China at the 1pm. The 23rd-29th will be Lost Baby and Logan Woverine.

Approval of Minutes – Ann Wiedemann moved to approve the minutes from the 5/9/17 regular meeting, 5/16/17 Handbook Subcommittee, 5/23/17 special meeting, 6/7/17 OSR Subcommittee. Jennifer Chaudhary seconded, motion passes with Jim Shpunt abstaining from the subcommittee minutes.

Report from Sub-Committees – Anna Wiedemann sent the hand book with all the changes to board members but there is still work to be done. Jennifer Chaudhary reported that the OSR met this past week and did a significant amount of work. They will pare down and work on some of the descriptions that they have left. There are some minor adjustments and should be ready for the board to review shortly. The survey is doing really well, the goal was 500 and as of today they have 430 responses. This is to get a feeling of what people are looking for, feeling or know. Jennifer Chaudhary will provide the board with a preliminary snapshot of the results before the end of the month.

Correspondence – Sheila Torres reported that they received a thank you note from the Juliano's. They also received a letter from a bridge member regarding the chemicals used at ETH. Sheila Torres is looking into more odor friendly chemicals to rectify the problem.

Report from Chairman – Margot Hall thanked Marie Smith and the Chaudhary's for promoting Edmond Town Hall at the Duck Race. The May borough zoning meeting was very interesting, the minutes tell the story of the evening. It is on the agenda again for tomorrow night.

Report from Operations Manager – Sheila Torres reviewed her report (Attachment A).

Approval of Monthly Bills – Marie Smith moved to approve the monthly bills, \$37,373.05 for the building and \$11,386.88 for the theater for a total of \$48,759.93. Anna Wiedemann seconded, motion unanimously approved.

NEW BUSINESS

Request by Bridge Club for use of kitchen – They are having a fund raiser for the Alzheimers foundation called the Longest Day on June 21. They have requested to use the kitchen at no cost. Jennifer Chaudhary moved to allow Sheila Torres to make arrangements with the Bridge Club allowing them to use the kitchen at no cost. Anna Wiedemann seconded, motion unanimously approved.

Update ETH banking process with Newtown Savings Bank – Margot Hall moved that the Board of Managers approves of an update of its banking procedures with the Newtown Savings Bank reflecting the Board Membership as of May 23, 2017; and that as of May 23, 2017 the following are members of the Edmond Town Hall Board of Managers: Margot S. Hall, Anna Wiedemann, Marie D. Smith, James Shpunt, Sr., Jennifer Chaudhary and Jennifer N. Guman. Jim Shpunt seconded, motion unanimously approved.

GW GoodWorks Entertainment – Jennifer Guman reviewed the document that was Good Works Entertainment provided at a previous meeting. They can bring in shows and they would take \$2 of the tickets price. They can help drive up venue rentals, they do the marketing. It is an ala cart service. Sheila Torres will follow up to get more detail and also have them come back to the board. Some of the questions were; who assumes risk? What are we getting out of it? What are they getting out of it?

Pecan Pie Production/Advertising –Jennifer Guman asked what the current process is. Andy Clure gave an overview of what is being done with on screen advertising. There are concerns with the system used for advertising as well as the amount of viewers and local advertisers.

Jennifer Chaudhary requested for the next meeting an overview of what has happened with advertising, what hurdles do we have and what changes do we need to make to make the process better.

Setting date for ETH Board/Event and Special Meeting – The Visioning Plan will be rolled out on June 29th at 6pm. The intention is to invite the officials of Newtown and other boards to come to Edmond Town Hall for a 30 minute presentation about the plan, a tour of the building and a reception.

Comments from Board Members – Anna Wiedemann asked for written plan regarding two movies, a G at 7pm and R at 9pm from Tom Mahoney. She would also like to offer another sensory friendly movie during the summer. Sheila Torres also explained that the timing of the movies may need to be adjusted because of advertising.

Having no further business the meeting was adjourned at 8:20pm.

Respectfully submitted,
Arlene Miles, Clerk

ETH MANAGER'S REPORT – June 13, 2017 – Sheila Torres

Highlights

- Getting more familiar with reservations calendar changes. Not completely comfortable with what happens behind the scenes but getting there.
- The charging bases for our new microphones arrived and were put to use during the Screenagers documentary. All equipment worked well and it was wonderful to be able to have three microphones on bases at the dais and one lavalier microphone for the speaker at the podium.
- The footlights in the Alexandria Room stage are not working. I had to come in on a recent Sunday to put in 'provisional' lights so that the planned performance could happen. I have asked DNR for a quote and will get another quote from another electrician. We will need to decide whether we wish to move forward with repairing the lights, I would much rather spend improvement money on an automatic retractable screen.
- High school intern Evelyn Schwartley and volunteer Mary Eaton (retired school teacher from Florida) will start on July 5. I plan to have them work on completing the balcony chairs project.

In Progress

- Have decided on all staff meetings for Thu 6/22 at 11⁴pm and Friday 6/23 6 pm.
- Nicole Deida from iWeiss will be coming on Tuesday 6/20 at 9 a.m. to conduct a safety inspection for the theater. The inspection will be paid for with proceeds from Sinatra fundraiser.
- Met with theater company last week to discuss lighting and other needs for the theater. They will provide me with a quote once the safety inspection is completed.
- Obtained a quote to install a cleaning solution dispensing system in the Gym and the Boiler Room level in order to lower cost of cleaning products, use environmental products and minimize odors.
- Working on quote to replace the paper towel dispensers with electric dryers. Have some samples and went to hear the noise level of each. I will need to get electrical quote for the install.
- Working on quote to replace the 13 round tables in the Alexandria Room. They are getting very shaky due to age and frequent repairs. I would like to buy Mity Lite brand tables because they are easier to carry and are designed to be rolled.
- Have obtained quotes for the painting of the gymnasium walls. Will work on this ASAP, the walls are very dirty.
- Attic fan work not yet complete will try to line up the electrician now that I need him to also come out for some quotes related to the electric hand dryers, etc.
- Working with Joe Collins to organize and clean out the ground floor Maintenance Room so that it can be used for tool storage and tool work.
- We need a special tool to install the plaques on the balcony chairs. I may be purchasing it from the tool store so that Joe Collins can start putting up the plaques as soon as we can.

Work Completed - Maintenance/Repairs/Ongoing

- The Artist Studio has been vacated. Working on paint and carpeting quotes. Have obtained one paint quote so far.
- Completed all electrical work required as result of Fire Marshall inspection in January. Frank from Alarms by Precision has sent us a copy of the letter he sent to the fire marshall.
- The new black folding chairs have been ordered and will arrive next week.