

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, May 8, 2018

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown, CT

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

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

Absent: Herb Rosenthal

Also Present: Operations Manager Sheila Torres, Theater Manager Tom Mahoney,

Public Participation – None

Report from Theater Coordinator – T. Mahoney reviewed a previously distributed report. Coming up the Jewish Federation is doing a comedy show. Friday St. Rose is doing their school play Annie. On May 15th Avielle Foundation is coming back with another brainstorm event. On the 18th and 19th are dance recitals. On the 31st Cultural Arts is doing Maltese Falcon. I can only imagine will be the free movie. The board also discussed of moving the coffee to a different location.

Sub Committee Report – J. Chaudhary reported that they met and they are in good shape for the state of the business meeting with the employees on May 31 at 4:30pm.

J. Guman reported that each team from UCONN presented their marketing plan. One of the main idea each team touched on is social media. Two teams focused on having an established live series. Another presented a before and after school program. Another group presented setting up fund raising events. The fifth team presented an intermural sports.

The Board discussed how the Mary Hawley society worked in the past. They need volunteers to revitalize the organization for fund raising opportunities.

Approval of Minutes – A. Wiedemann moved to approve the minutes of the 4/10/18, 4/23/18 and 4/24/18 meetings. J. Chaudhary seconded, motion unanimously approved.

Report by Chairman – M. Hall reported that the laser show was really fantastic. She thanked Don Gamsjager with DNR for his generosity and hard work providing the show.

M. Hall hasn't heard from the Borough about relocating, except that the historian will be moving up to the Municipal Center. Both the Borough and the historian should be out for 5/15/18. If they do not vacate they are going to have to contact Public Works to assist clearing the room.

Reports by Operations Managers – S. Torres reviewed her report (Attachment A). She expressed concern because they do not have a Theater Technician. There are so many groups using the theater and there is no one looking after it. A gentleman who is doing the lighting for the St. Rose play had a difficult time with the lights

because they were messed up. A Technical Director would be here at the start or rehearsal and at the end to make sure everything is put away correctly.

S. Torres contacted Fernando who has been to ETH in the past. He has a show that he wants to do, have the theater rental fee waved and give \$5 per ticket to ETH. Board members agreed that it shouldn't be any less than \$10. S. Torres will come back to the board with something more finite.

Approval of monthly bills – A Wiedemann moved to approve the bills for the building at \$38,698.55 and theater \$12,857 for a total of \$51,555.55. J. Chaudhary seconded, motion unanimously approved.

UNFINISHED BUSINESS

Mike Casey Concert – Tabled

Water softener system – Tabled

Updates/Wayfinding of ETH Lobby – Tabled

A. Wiedemann moved to table discussion concerning the Mike Casey Concert, the water softener and the way finding. J. Chaudhary seconded, motion unanimously approved.

Participation in DOT sign placement program re direction to ETH – M. Smith reported that they have many of the requirements for the DOT signs. There is no cost and they install it. She will get that application.

NEW BUSINESS

ETH accounting process to be merged with the Town's Phoenix system – M. Hall explained that the town is looking to update the accounting system. They expect to start payroll in January and the rest in June or July next year so there is no urgency to approve this now.

DNR Theater Support Proposal – A. Wiedemann moved to table DNR Theater Support Proposal. J. Guman seconded, motion unanimously approved.

Camera Policy – J. Chaudhary moved to implement the Town's camera policy. A. Wiedemann seconded, motion unanimously approved.

Refurbishing Gym Floor – A. Wiedemann moved to table Refurbishing Gym Floor, J. Guman seconded, motion unanimously approved.

Renewal of Leases with Chamber of Commerce and Enrichment Club – The board agreed that S. Torres should go ahead and get these going. These can be automatic.

Bridge Club request dated 4-10-18 – A. Wiedemann moved to authorize S. Torres to work with the Bridge group in coordinating space for their event. J. Chaudhary seconded, motion unanimously approved.

Summer Intern – S. Torres reported that they have a summer intern again this year from the High School. She was also thinking about a college student or someone from the UCONN to move the marking forward. A part time technical director is also desirable.

Personnel Matter – At this time, S. Torres left the meeting. T. Mahoney was informed that the meeting can be in executive session or public; he chose public. M. Hall articulated that the concern is not the document, she appreciates his commitment seeing to the wellbeing of things around here. The concern is that he asked an employee to come in to sit with him and told her candy is disappearing out of the concession area. T. Mahoney explained that employees can have candy while working but cannot taking it home. Two other employees came to him and said that she was taking candy home. J. Chaudhary questioned if inventory was complete and how many other employees of this organization have access to the candy. Inventory was not complete and many employees have access to the concessions.

The concern is due to this situation the employee will not be returning to work. M. Hall explained that part of the concern is the employee was told not to tell anyone. She was brought into a room, shut the door and told not to tell anyone.

J. Chuadhary expressed concern regarding the steps taken, or not taken prior to the discussion. Do the research before you contact the employee. Logically you should have gone to S. Torres and determine if something has happened. It is a very young person at her first job. You know that she is someone who is shy and timid and you used hearsay. There is a process and we need to make sure it is followed.

T. Mahoney apologized and said he made a mistake. He articulated that he was simply explaining to the employee that she cannot take candy home and that the conversation was between the two of them.

Another concern is getting the movies firmed up so they can advertise. T. Mahoney explained that he cannot always get confirmation on a Monday to get a film. He tries to stick with it and get a better movie. In the timeframe that they want he can't do it.

J Chaudhary expressed concerns that the only way to secure a movie is by a phone call. She asked for a list of companies that he is working with and contact information and will seek out a better alternative. This will allow the professional relationship between T. Mahoney and the movie houses to remain unchanged.

Comments from Board Members – None

Having no further business meeting was adjourned at 8:42pm

Respectfully submitted,
Arlene Miles, Clerk

ETH MANAGER'S REPORT – May 8, 2018 – Sheila Torres

Highlights/Work Completed

- Sent press release to Bee and Voices regarding listening devices also posted the article on our web site.
- Canceled Theater Revitalization Team Meeting due to other demands. Hope to reschedule for later this month or early June.
- Have not heard from potential tenants regarding lease signing.
- Whiffenpoofs and Whym Rhythm contract is in place with for Dec 6 with a snow date of Sunday December
- Laser Light Show Fundraiser netted more than \$4,000 for the restoration fund.

In Progress

- **Permanent Liquor License** – Jen Guman has offered to help with getting this to completion. I am giving her the file today.
- **Leslie Ballard** – Have met with Leslie Ballard, jazz performer for Joni Mitchell Jazz. We are looking at a fundraiser concert on Saturday, October 13. \$20 for tickets. Wine and beer being offered.
- **Mike Casey** - Have not connected with Mike Casey, the jazz musician to get some answers to questions that were sent by Jen Guman. As soon as I do, I will share responses with the Board by email.
- **Communications Plan** – Provided plan to Jennifer Chaudhary and she has incorporated input from other members of the subcommittee. Additional activities will be added for later months of the year.
- **UConn Marketing Project** – Heard from Dr. Santornino this week with a couple of questions regarding how much time I spend on social media, etc. I have answered those questions and informed her that one of our elected leaders want to be involved in the judging.

CIP

- I reached out to Daikin and told them the budget had passed and I needed the proposal for this meeting, but have not received it. I will be following up with him on next steps.

Theater Team

- May meeting canceled by me due to other pressing priorities.

Repairs

- Electrical repairs to roof were completed, but still some issues. Called plumber to confirm it's not the plumbing and he confirmed, will follow up with roofer