

Edmond Town Board of Managers
MINUTES
Special Meeting, Tuesday, February 7, 2017

The meeting convened at 12:35 P.M. in the Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, Connecticut

PRESENT: Anna Wiedemann, Marie Smith, Mary Fellows, Jennifer Chaudhary, Margot Hall

ALSO PRESENT: Sheila Torres, Operations Manager

Public Participation: None

Re: Newtown Cultural Arts Commission - 2017 Newtown Film Festival

MOTION was made by Jennifer Chaudhary and seconded by Marie Smith to respond to the Commission's request for use of the theater on:

Friday, October 20th - 7:00 pm and 9:00 pm screening

Saturday, October 21st - 1:00 pm, 4:00pm, 7:00 pm, 9:00 pm screening with the following terms :

1. Ticketing on the days of event will be done through the ETH POS System (ETH Ticketing person will manage)
2. Board agrees with a guarantee of \$1,500.00
3. ETH will offer and keep proceeds from Concession/Wine and Beer for the event
4. Arts Commission will provide their marketing materials for ETH to use on the ETH movie screen, social media and web site. Any additional marketing will be done by the Arts Commission
5. ETH staff must be present in projection booth at all times
6. ETH suggests that Arts Commission obtain event insurance in case of cancellation, etc. (www.specialeventsinsurance.com)
7. This agreement pertains to the 2017 Newtown Film Festival only.

MOTION unanimously passed

Re: WiFi Sheila Torres informed the Board members about the existing WiFi service available in the building and which tenants are served. She outlined the need for expansion of this service.

NO ACTION TAKEN

The meeting adjourned at 1:40 P.M.

Margot S. Hall
Chairman