



Edmond Town Hall Board of Managers

Special Meeting

Tuesday, January 26th 2021 - 6:30 P.M.

This meeting was held remotely due to COVID-19 mandates and precautions.

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING.

Present: Jen Chaudhary, Marie Smith, Jen Guman, Anna Wiedemann, Margot Hall, Lauren DiMartino

Absent: Herb Rosenthal

Call to Order: Ms. Chaudhary called the meeting to order at 6:32 p.m.

Public Participation:

None

Unfinished Business:

2021/22 Budget:

Ms. Chaudhary asked that the board review the 2021-2022 budget formula changes in line item 5100 and 5600.

Ms. Guman moved to reconsider the prior motion for the budget on 12-10-2020. Ms. Hall seconded. All in favor.

The group reviewed the budget formula updates. Ms. Torres and Ms. DiMartino also explained the minor formula changes and edits to the overall budget.

Ms. Chaudhary asked for a motion.

Ms. Hall moved to approve the 2021-22 proposed budget of expenditures in the amount of \$479,154. which will create a deficit of \$54,481 and to request from the town a total of \$179,481. Ms. Wiedemann seconded. All in favor.

Adjournment:

Ms. Wiedemann motioned to adjourn at 6:52 p.m. Ms. Guman seconded. All in favor.

Respectfully

Submitted, Jennifer

Chaudhary, ETH

Chair

A recording of the meeting can be found using the link below or contact

JenETH@4newtown.com

Meeting Recording: https://us02web.zoom.us/rec/share/GgujJwW4O9RriEBWhdtGdCIJKM_dbo2vXill7fzhl3Ba1Rcn8PIU67vtJG-N69uC.qEh6AGnwn4XnMAKb

**See Attachment A*

EDMOND TOWN HALL BUDGET 2021-2022 - BOM Approved 1.26.2021

*Attachment A	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	APPROVED BUDGET 2020-2021	PROPOSED BUDGET 2021-2022	NOTES
BUILDING REVENUE						
3100 · ROOM RENTALS						
3110 · ALEXANDRIA ROOM						
3111 · Alexandria Room Rental	43,677	45,679	27,855	45,000	36,542	Assumes Bridge returns July 2021
3112 · Kitchen Rental	8,080	6,167	5,652	5,000	4,522	
3113 · China Rental	525	225	75		60	
3114 · Other/Dressing Room Rental	190	380	6,863	500	500	May be optimistic based on pandemic
Total 3110 · ALEXANDRIA ROOM	52,472	52,451	40,445	50,500	41,624	
3120 · GYMNASIUM	45,427	52,981	31,929	54,571	25,543	
3130 · THEATRE	59,473	45,329	39,115	55,000	31,292	
3140 · MEETING ROOMS						
3141 · Lower Meeting Room	2,723	4,132	958	3,000	766	
3142 · Old Court Room	1,908	3,347	1,278	2,500	1,022	
3143 · Meeting Room 2	75	60	60	90	48	
3144 · Mary Hawley Room	1,035	330	14	200	11	
3145 · Meeting Room 3	4,290	3,960	3,124	4,080	4,080	
3140 · MEETING ROOMS - Other	90	-		-	0	
3150. A/V Equipment Rentals	447	495	345	500	276	
Total 3140 · MEETING ROOMS	10,568	12,324	5,779	10,370	6,204	
3190 · Rent - Storage	165	150	275	400	220	
Total 3100 · ROOM RENTALS	168,106	163,235	117,543	170,841	104,883	
3200 · TENANT RENTALS						
3201 · Suite 200	14,447	14,856	14,025	16,000	14,025	Market rental income: \$11,500 with Borough policy change
3202 · Suite 103	8,216	8,462	5,434	8,900	0	
3203 · Suite 201	4,272	4,400	4,521	5,000	5,000	
3205 · Suite 102	1,034	5,000	3,000	3,000	3,000	
3201 Suite 101	5,000	13,200	11,926	9,000	13,488	
Total 3200 · TENANT RENTALS	32,969	45,918	38,906	41,900	35,513	
3300 · SPECIAL EVENTS						
3303 · Laser Spectacular Fundraiser	3,998	1,567	1,720	-	0	
3305 · Live Events - ETH Sponsored	-	1,429	34,099	12,000	27,279	
3308 · Dark Night Cabaret	-	1,780	-		0	
3310 · Bar Sales	352	6,176	5,883	6,800	4,706	Depends on booked events
3300 · Special Events - non ETH Sponsored	(1,750)	5,009	-	6,000	0	Consolidated with Theater Rental Income
Total 3300 · SPECIAL EVENTS	2,599	15,960	41,702	24,800	31,985	
3500 · OTHER INCOME						
3410 · Soda Machine	300	40		-	0	
3501 · Hawley Trust Interest	45,110	46,995	47,253	47,000	47,000	
3502 · Bank Interest	147	126	112	126	78	
3520. CIP Reimbursements			3,538		0	
Total 3500 · OTHER INCOME	45,557	47,161	50,903	47,126	47,078	
Total 3600 · DONATIONS	11,287	2,030	2,448	2,348	1,957	
TOTAL BUILDING REVENUE	260,518	274,305	251,502	287,015	221,416	

EDMOND TOWN HALL BUDGET 2021-2022 - BOM Approved 12.10.2020

	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	APPROVED BUDGET 2020-2021	PROPOSED BUDGET 2021-2022	NOTES
THEATER REVENUE						
5100 · TICKETS						
5110 · Ingersoll Auto	18,895	27,375	22,775	28,196	18,220	
5100 · TICKETS - Other	103,770	81,976	62,603	69,700	15,650	Based on 25% of Actual 2019/2020
Total 5100 · TICKETS	122,665	109,351	85,378	97,896	33,870	
5200 · CONCESSIONS	105,057	93,157	74,413	83,841	37,000	Based on 50% of Actual 2019/2020
5300 · GIFT CERTIFICATES	1,287	732	324	500	259	
5500 · Candy Rebate Income	26	-	-	-	0	
5600 · Advertising Income					0	
5601 · Screen Ads - Slides	3,108	1,305	4,245	1,500	3,396	
5602 · Screen Ads - Videos	11,713	6,000	2,325	5,000	1,860	
5603 · Movie Preview Sponsor	5,330	2,790	2,340	4,000	1,872	
Total 5600 · Advertising Income	20,150	10,095	8,910	10,500	7,128	
5900 · OTHER INCOME - THEATRE						
5902 · Sunday Cinema Series	9,185	6,983	2,955	6,773	0	
5903 · Rooster Film Festival	72	-	-	-	0	One time event
5900 · TOTAL OTHER INCOME - THEATRE	9,257	6,983	2,955	6,773	0	
TOTAL THEATER INCOME	258,442	220,318	171,980	199,510	78,257	
TOTAL BUILDING AND THEATER INCOME	518,959	494,623	423,482	486,526	299,673	
<u>BUILDING EXPENDITURES</u>						
PERSONNEL						
4110 · Salaries						
4111 · Building Administrator	60,500	55,846	65,154	60,500	60,500	*6/2019 reported in 7/2019
4112 · Payroll-MGT-Office	21,007	21,603	25,504	32,000	25,504	
4114 · Payroll-MNT	77,040	71,035	84,695	84,296	84,695	
4115 · Payroll-NHT	31,028	31,555	33,776	35,000	33,776	
4116 · Employee Recognition	810	450	450	-	0	No Holiday Bonus,etc.
4117 · Per Diem Staff				12,500	7,200	Based on one show per month
Total 4110 · Salaries	190,386	180,489	209,579	224,296	211,675	Based on current hours/positions
4120 · Employer FICA & Med.-BLDG	11,969	13,472	15,576	15,701	16,000	
4130 · State Unemployment	1,110	-	-	-	-	
4140 · Personnel Contingency	-	350	-	-	-	
Total 4100 · TOTAL BUILDING SALARIES	203,466	194,311	225,155	239,997	227,675	
ADMINISTRATIVE/OPERATION EXPENDITURES						
UTILITIES						
4410 · Electricity	33,486	29,881	38,918	34,000	35,026	
4420 · Gas	19,515	23,400	19,852	22,000	17,867	
4430 · Water	2,713	2,837	2,611	3,500	2,350	
4450 · Telephone	2,517	2,598	2,592	2,800	2,800	
4460 · Internet	1,673	1,423	1,126	1,700	1,800	
Total 4400 · UTILITIES	59,903	60,139	65,099	64,000	59,843	

EDMOND TOWN HALL BUDGET 2021-2022 - BOM Approved 12.10.2020

	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	APPROVED BUDGET 2020-2021	PROPOSED BUDGET 2021-2022	NOTES
OUTSIDE SERVICES						
4510 · Refuse Removal	4,572	4,999	4,953	5,200	4,572	
4515 · Alarm System	4,526	2,492	3,059	2,000	2,700	
4520 · BOM Meeting Minutes	1,750	1,625	1,500	1,500	1,500	
4525 · Boiler	2,275	2,175	1,625	2,200		*Consolidated into Building Repairs
4530 · HVAC	5,715	4,190	-	-		*Consolidated (as above)
4535 · Generator	1,075	-		-		*Consolidated (as above)
4540 · Pest Control	1,860	1,550	1,705	1,550	1,550	
4545 · Computer Servicing	3,300	4,950	6,927	6,000	6,000	
4546 · Web Site Maintenance	618	220	645	600	850	
4550 · Landscaping	1,043	1,705	935	2,000	1,200	
4555 · Snow Removal	2,860	2,599	1,892	3,200	2,000	
4560 · Elevator	240	-	240	-		*Consolidated into Building Repairs
4565 · Legal Services	768	9,259	240	5,000	1,000	
4566 · Consulting Fees	965	-	392	400	0	
4570 · Piano Tuning	280	280	280	280	300	
4580 · Fire Supression System	195	-		-		*Consolidated into Building Repairs
4585 · Electricians	2,555	-				*Consolidated (as above)
4595 · Plumbing	100	549	7,187			*Consolidated (as above)
Other (Security Exp)	642					
Total 4500 · OUTSIDE SERVICES	35,337	36,594	31,580	29,930	21,672	
REPAIRS AND MAINTENANCE						
4610 · Building Repairs	5,935	3,384	17,403	35,000	25,800	*Many categories reclassified to Building Repairs/Supplies
4620 · Building Supplies	24,648	13,479	20,718	25,000	14,503	
4625 · Equip Inspections/Maint.	760	6,650	1,440	3,000	1,800	
4640 · Maintenance						
4640-02 · Contract Renewals	7,641	7,056	6,662	7,000	6,700	
4640-03 · Regular Maintenance	5,135	6,886	3,330	-		*Consolidated into Building Repairs
Maintenance - Other		1,396	-			
Total 4640 · Maintenance	12,776	15,338	9,992	7,000	6,700	
4645 · Landscaping	125	13	-	-		*Consolidated into Outside Svc
4650 · Unexpected Repairs	20,586	7,644	-	-		*Consolidated into Building Repairs
4600 · REPAIRS AND MAINTENANCE - Other	-	28	-	-		*Consolidated into Building Repairs
4660 · Sinking Fund (Capital Improvements)	-	37	3,502	11,283	0	
Total 4600 · REPAIRS AND MAINTENANCE	64,831	46,572	53,055	81,283	48,803	
OFFICE & BUILDING EXPENSES						
4710 · Office Supplies	2,174	2,153	3,235	4,500	2,265	
4721 · Credit Card Fees/ Bank Charges	3,120	1,680	4,429	3,000	3,100	
4722 · Permits	180	400	741	720	750	
4725 · Water Cooler	95	122	272	150	250	
4745 · Postage	353	253	283	300	198	
4750 · Dues and Subscriptions	847	1,185	3,798	1,500	1,500	
4751 · Advertising/Marketing	1,707	1,925	3,112	3,600	3,600	

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	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	APPROVED BUDGET 2020-2021	PROPOSED BUDGET 2021-2022	NOTES
4765 · Computer Supplies	270	353	-	500	500	
4775 · Continuing Education	565	350		350	350	
Total 4700 · OFFICE	9,310	8,422	15,870	14,620	12,513	
4800 · BUILDING EXPENSES						
4810 · Equipment	2,335	-	9,103	3,000	3,000	
4815 · Building Supplies	379	3,366	5,457	-	-	*Consolidated into Building Supplies
4820 · Alexandria Room Supplies	3,592	59	-	-	-	*Consolidated into Building Supplies
4825 · Bar/Liquor Items	-	2,392	2,420	6,000	1,694	
4870 · Seasonal Items	101	146	278	200	200	
4880 · Marketing Expense	218	427	-			
4885 · THR Birthday/Meeting Expenses	1,279	375	224	500	200	
4886 · Special Events (non ETH sponsored)	-	3,377	7,655	15,000	8,000	Theater Technical Personnel
4888 · Live Events (ETH Sponsored)			25,570		20,000	Talent/Production Expense
4800 · BUILDING EXPENSES - Other	-	69	-	-		
Total 4800 · BUILDING EXPENSES	7,904	10,211	50,707	24,700	33,094	
Total 4900 · SPECIAL PROJECTS	8,134	13,185	869	-	0	Inactive: Cons BLD Supplies
TOTAL BUILDING EXPENDITURES	388,884	369,435	442,335	454,530	403,600	
<u>THEATER EXPENDITURES</u>						
7100 · FILMS						
7105 · FILM RENTALS	49,616	42,604	34,482	40,000	8,621	25% of Actual 2019/2020
7110 · Film Transport	1,598	959	1,558	1,000	350	
Total 7100 · FILMS	51,214	43,563	36,040	41,000	8,971	
7200 · CONCESSIONS						
7210 · Snacks	17,757	8,812	9,363	15,000	4,682	
7220 · Popcorn	10,140	8,143	9,939	10,000	4,970	
7230 · Beverages	10,253	10,518	5,935	10,000	4,970	
7270 · Paper Products	494	2,893	697	3,000	1,000	
7200 · CONCESSIONS - Other	-	15	-	-		
Total 7200 · CONCESSIONS	38,644	30,382	25,934	38,000	15,622	
7300 · SALES AND USE TAX	6,821	5,871	5,570	6,000	3,899	
7400 · SALARIES						
7410 · Payroll-MGT-Theatre	46,839	43,069	50,248	46,659	0	
7420 · Payroll-TKT/Floor Staff	11,068	9,358	8,011	9,400	5,608	
7430 · Payroll-PRJ/Floor Staff	8,056	8,847	9,652	8,000	6,756	
7440 · Payroll-CON/Floor Staff	27,411	24,836	24,825	25,000	17,378	
7450 · Payroll - THR Inventory	4,331	4,140	5,316	4,000	0	
Total 7400 · Salaries	97,704	90,250	98,052	93,059	29,742	
7500 · Employer FICA & Med.-THEA	9,759	6,754	7,732	6,514	2,020	
TOTAL SALARIES	107,463	97,004	105,784	99,573	31,762	
7600 · ADVERTISING						
7601 · Advertising Expenses	9,681	9,374	12,834	10,000	10,000	
7602 · Screen Advertising Commission	8,176	3,860	3,278	4,000	0	
7603 · Screen Advertising Licenses	274	430	311	500	300	
Total 7600 · ADVERTISING	18,132	13,664	16,423	14,500	10,300	

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	ACTUAL 2017-2018	ACTUAL 2018-2019	ACTUAL 2019-2020	APPROVED BUDGET 2020-2021	PROPOSED BUDGET 2021-2022	NOTES
7700 · OUTSIDE SERVICES						
7710 · SECURITY	-	213	-	213	-	
7720 · Maintenance / Support Contracts	17,500	10,000	5,564	5,000	5,000	
7700 · OUTSIDE SERVICES - Other	-	72	-	-	-	
Total 7700 · OUTSIDE SERVICES	17,500	10,284	5,564	5,213	5,000	
7900 · OTHER EXPENSES						
7910 · SUPPLIES	408	100	1,215	-	-	*Consolidated into BLD Sup
7930 · Permits & Fees	-	60	-	-	-	*Consolidated into BLD Sup
7950 · EQUIPMENT	29,430	1,544	6,099	-	-	*Consolidated into BLD Sup
7980 · Sunday Cinema Series	2,466	2,528	795	-	-	
Total 7900 · OTHER EXPENSES	32,304	4,233	8,109	-	-	
TOTAL THEATER EXPENSES	272,077	205,001	203,424	204,286	75,554	
TOTAL BUILDING AND THEATER EXPENDITURES	660,961	574,435	645,759	658,815	479,154	
NET OPERATING INCOME	(142,001)	(79,812)	(222,277)	(172,290)	(179,481)	
TOWN ANNUAL CONTRIBUTION	85,000	95,000	125,000	125,000	179,481	
NET INCOME (LOSS)	(57,001)	15,188	(97,277)	(47,290)	0	