



Edmond Town Hall Board of Managers

Regular Meeting Minutes

Tuesday November 14, 2023 - 6:30 P. M.

Edmond Town Hall, Mary Hawley Room 45 Main Street, Newtown, CT

The minutes are subject to approval at the next meeting.

Ms Guman called the meeting to order at 6:29pm.

Present: Jennifer Guman, Margot Hall, Betsy Paynter, Herb Rosenthal, Marie Smith and Armel Kouassi

Also Present: Lauren DiMartino and Anthony Sartori

No public

Ms Hall made a motion to approve the minutes of October 10, 2023. Mr Kouassi second the motion. Approved

Operations Manager Report attached

Discussion occurred regarding the projects on the report. Edison Kitchen from Bethel is donating refreshments for the staff, Board and Friends of Edmond Town Hall for a get together. Invitations were sent out.

Business Manager/Theater Report attached.

Discussion on the month's events and events coming up. Discussion on the need for more help with marketing and general bookkeeping to keep the Town Hall as busy as it has been and to grow.

Unfinished Business:

Budget Review – Discussion on changes presented since the preliminary budget was sent out. Discussion on how pleased the members are with the direction the Town Hall is going and what needs to be done to continue the growth.

Mr Kouassi moved to submit the budget as presented with Mr Rosenthal seconding the motion – Approved

Parking lot update – There have been a lot of compliments on the new parking lot. The public is confused by the red crosswalks. The lines should be finished soon.

New Business:

Employee Appreciation – Discussion with no vote

Ms Paynter made a motion to move into Executive Session at 8:01 with regard to a tenant/lease discussion and to include Ms DiMartino and Mr Sartori. Mr Kouassi seconded the motion – Approved.

The Board returned to public session at 8:40. Mr Kouassi moved to authorize Mr Rosenthal to present the lease options for a tenant as discussed in executive session. Ms Paynter seconded the motion – approved

Ms Hall Moved to adjourn the meeting with Ms Smith seconding.

Ms Guman adjourned the meeting at 8:41pm.

Respectfully submitted,

LeReine Frampton, Clerk

Edmond Town Hall Board of Managers

Jennifer Guman, Chair

Margot Hall * Betsy Paynter * Herb Rosenthal * Marie Smith * Armel Kouassi

Operations Report for October 2023

Submitted By: Anthony Sartori

Operations:

Continuing to maximize building space and functionality.

Working on preventative maintenance plans for the building and equipment.

Maximizing space throughout, allowing for a cleaner and more professional look to the building.

Repairs and new paint to tenant's suit (damage caused by water over time.)

Continuing of deep cleaning of all floors stripping and waxing, tenants and guests have complimented on the new look.

Working with Scott to prepare for winter, moving equipment and salt. Adding some weather stripping to some windows and doors to help with drafts.

Working on possibilities of open space for future office rentals

Project Status:

T-Mobile Project-

Kitchenette is completed with the exception of exterior painting. Waiting for CO and health department inspections. Once completed we will be able to offer it. Plumbers are scheduled to come in and replace toilets and sinks located in the gym , once that is completed painting of the hall and bathrooms will take place.

CEN Project: (internet)

The wiring is 100% complete at this time, and the camera company is currently working on installation. Estimated to take 1 more week and the whole project should be wrapped up.

Door Project:

Had a meeting with the town's purchasing director, to help source this project as the cost was going to be significantly higher. She was able to put me in contact with a consortium group, they were on site and did an evaluation. Waiting to hear back.

Respectfully,

Anthony Sartori

Business Manager Report- November 14, 2023

Financial

The financial information for the month ended 9/30/23 is attached. As expected, September/October have picked up some of the reporting entry delays. Three months of financial information reports building income and theater income to be 28% and 48% of budget, respectively. Rentals from the Alexandria room and theater are ahead of budget. Movie ticket sales and concession sales are way above budget, likely as a result of the very successful Barbie event. Expenses are in line with the budget as well. Building expenses are 21% of budget whereas theater expenses are slightly higher at 34% of budget. Film rental expenses are a function of ticket sales and given ticket sales are considerably above budget so are the fees we pay to the studio. Office expenses are 38% of the budget and will be controlled for the balance of the fiscal year not to go over budget. Net income is projected to be (\$39,957) without any grant monies projected.

Programming & Rentals

We have introduced a children's baking workshop that will consist of 4-90 minute sessions, starting November 30th. Junior bakers can sign up for 1 or all of the workshops. Aquarian Caterers will conduct the classes.

Just booked for January is a paranormal event that will be run by a local paranormal expert. The event will begin in the Alexandria room with dinner and an artifact exhibit followed by a tour of Edmond Town Hall. Paranormal tours are very popular, and we expect it to be a well-received event.

The Newtown Cheer team has booked ETH as their new gym practice location. They will start renting in January and will continue throughout the summer.

The gym is fully booked on the weekends with limited availability throughout. When the gym kitchen is finished, we will reach out to renters and offer it as a rental add-on.

A beautiful leather "pitch book" is being created to display photographs from renters' events and concerts/productions from the theater. This will be a great tool to use when potential renters want to see a decorated space as well as potential sponsors that are interested in partnering with ETH.

Live Events

October was a busy month from theater rentals that include Rocky Horror event, The Rat Pack and Stella Blue's concerts to comedy in the Alexandria room. They were all extremely successful. We are concentrating on making movie events stand out by decorating the lobby and having special bar drinks for patrons. Looking to make the events an experience! The Theater Report details the profit of each show.

The First Selectman debate was held in the theater, and it is nice to be able to open the theater to similar community events.

In November, we rented the theater to the Waterbury Symphony who have already booked for their 2024 event. The Back to the Garden fall music series concert was nearly sold out! Later this month our newest tenant, Newtown Stage Co., will be in the theater rehearsing for their Dec production.

Theater Buzz

Ingersoll has agreed to continue to sponsor the free weekends in 2024. The change in ticket pricing was discussed and confirmed. All of the dates have been confirmed and will be published soon.

Theater maintenance has been occurring to improve and correct the audio during the movies. We had some trouble and DNR has been making improvements.

As part of our Total Cinema theater support contract several of us received on sight training on key aspects of running the movies, theater maintenance and areas of improvement and better efficiencies. It was very valuable.

The annual movie poster fundraiser has kicked off. Almost 300 posters have been categorized and uploaded to an online site to allow interested parties to search through the library and make their purchases. Last year ETH generated \$3,000 from this fundraiser and we expect to generate more than that this year.

Budget Discussion

The budget has been revised since the last board meeting. The net income has changed from (\$17,709) to (\$21,409). The specific changes are as follows:

- Total Revenues increased from \$694,798 to \$738,798
 - ALX rentals increased from \$64,000 to \$67,000
 - Gym rentals increased from \$45,000 to \$58,000
 - Theater rentals increased from \$115,000 to \$120,000
 - Room rentals (LMR/MHR) increased from \$10,000 to \$15,000
 - Ticket Sales increased from \$ 87,000 to \$95,000
 - Concessions increased from \$65,000 to \$75,000
- Total Expenses increased from \$852,507 to \$900,207
 - Building salaries increased from \$349,451 to \$374,451
 - Employee appreciation increased from \$6,000 to \$7,000
 - Contractual services increased from \$45,000 to \$50,000
 - Office supplies increased from \$6,500 to \$7,500
 - Telephone/internet/cable increased from \$15,000 to \$18,700
 - Film rentals increased from \$45,000 to \$55,000

The increase in rental income is a reflection of future price increases, and confirmed rental schedules through 2024. Gym rental income has been increased due to the rental income derived from the new kitchen that will be offered to renters. Theater rental income is expected to increase from scheduled productions and consistent recital/party rentals. Ticket sales/concessions will increase from multiple movie "events" planned growing attendance.

The most significant expense increase is from building salaries. Two part time people are being added to the budget (bookkeeper and program/event assistant). In order to keep up with the growing business it is necessary to add to the staff. Hiring these positions will allow more focus to be put on marketing and programming as well as business development. Contractual services/telephone/internet are increasing due to the management of the IT responsibilities associated with the new CEN internet platform. Lastly, the cost of film rentals is a function (%) of tickets sold.