

**Edmond Town Hall Board of Managers  
45 Main Street Newtown, CT  
Mary Hawley Room**

**Minutes April 9, 2024 6:30 pm**

**These minutes are subject to approval at the next meeting.**

**Ms Guman called the meeting to order at 6:31pm .**

**Present: Jenn Guman, Margot Hall, Betsy Paynter, Herb Rosenthal, Marie Smith**

**Also Present: Lauren DiMartino and Anthony Sartori**

**Absent: Armel Kouassi**

**Public none**

**Chair report – Just a reminder about the gala on May 4<sup>th</sup>.**

**Mr Rosenthal moved to approve the minutes of March 12, 2024 with Ms Smith 2<sup>nd</sup> – approved**

**Operations Manager Report – attached**

**Working on sprucing things up with spring cleanup and staring to paint.**

**Business Manager Report – attached**

**Drive in projector is being tested tonight. We have received an intern through Western Connecticut University. The first comedy show was almost sold out. They are looking to reschedule the illusionist.**

**Unfinished Business:**

**Door Project**

**Mr Rosenthal moved to approve an additional \$6132.60 to replace the last of the outside door from fund balance if needed. Ms Paynter 2<sup>nd</sup> - approved**

**New Business:**

**NSB Access – Ms DiMartino is requesting access for the part time bookkeeper, Jenn Padilla, to have access to be able to take care of the normal responsibilities. It would be the same as Ms DiMartino was allowed to do when she had that job. This does not include check signing privileges.**

**Mr Rosenthal moved to allow Jenn Padilla access to Newtown Savings Bank accounts. She will not have check signing privileges. 2<sup>nd</sup> by Ms Hall. – approved.**

**Lower Meeting Room name**

**Discussion on name for the lower meeting room. Discussion on the past usage of the room as a bowling alley with a league. Ms Guman is going to bring in history for further discussion.**

**Clothing Donation bin**

**Discussion on box for VNA to collect clothes. The box will be green with no stickers or labels and have a lock. Only the VNA will be able to deposit clothing and it will be located next to our dumpsters. The board members will allow it.**

**Comments from Board Members**

**Adjournment**

**Ms Paynter moved to adjourn the meeting with Ms Hall 2<sup>nd</sup>.**

**Ms Guman adjourned the meeting at 7:32pm.**

**Respectfully submitted,**

**LeReine Frampton, clerk**

## Business Manager Report- April 9, 2024

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### Financial UPDATE

The financial information for the period ended 2/29/24 is attached. Eight months of financial information shows building and theater income to be 8% above budget and 14% above budget, respectively. Total revenues are 3% above year end budget. The Alexandria room, gym and lower meeting room are all exceeding budget, as are several other smaller revenue categories. Expenses are in line with the budget as well. Building expenses and theater expenses are 69% and 80%, respectively, of budget. The budgeted Net Income is projected to be (\$39,957) without any grant monies projected. Current year to date net income is \$117,614.

I am working on a capacity grant for \$10k from CT Humanities that if awarded, will supplement the cost of working with MAP agency on ETH's branding and website redevelopment.

Revenues continue to grow in both rentals and events, largely contributed to sponsorship income, improved marketing, and strong operations. Expenses are managed tightly but are consistent to the growing revenue.

### Programming & Rentals

Our gym rentals continue to get stronger with the increase in sports organizations and kitchenette rentals. The rental income in the Alexandria, gym and lower meeting rooms has exceeded the 2023/2024 budget. We have introduced a new theater party option in the gym with a inflatable screen, popcorn and gym time. This is something that we will begin promoting and hope to increase rental parties as we go into the summer.

The testing of the projector has been delayed with the rain and poor weather. The vendor is on call to come test with the improvement of weather. The planning of the movies and securing of sponsors continues as planned. The sponsor structure has changed since last year when we had one title sponsor. This year we will have two co-title sponsors, as well as weekly sponsors. The title sponsors have been secured as well as several weekly sponsors.

The summer culinary program is accepting registration for the three-week sessions. To date the June sessions are nearly sold out, and the later summer sessions will follow as we get closer to the dates. Marketing will continue.

The Bridesmaids movie event is happening on Friday April 5, and has received a tremendous amount of buzz. With over 200 tickets presold it is going to be a great event. The event will consist of costume contests, songs, and lots of fun! Stay tuned to hear all about the results in next month's report!

A NY Times award-winning author conducted a live reading of his memoir with students from Danbury High School. The event occurred in the theater and was so well done with the projected graphics and sound effects that accompanied the readers. Following the reading was a Q&A and book signing by the author.

We are approaching dance recital season in the theater. As such, there will be limited movies playing. We are going to take advantage of the time and work on a marketing plan, as well as look to see what local community fairs we can participate in.

### **Live Events**

The spring music series concluded on March 30<sup>th</sup> with the Alpaca Gnomes and opening Newtown High School students' band, Vertigo. The series was a great success with the sponsorship support and the overall result of the series. Multiple concerts were sold out, and others came close to it. The fall series has an exciting line up that will be announced shortly.

The illusionist show was cancelled and will be rescheduled for later in the year.

### **CH Booth Library Partnership**

Edmond Town Hall, in collaboration with the library, is an official partner in the NASA Exoplanets traveling exhibit. We received a significant multipiece display that we will showcase in April and May and will be playing two space related movies. In April we will be showing Jules, followed by a free movie showing of Mars Attacks. I will submit a press release announcing the exhibit and upcoming movies and hope to have many people stop in.

## Operations Report for March 2024

Submitted By: Anthony Sartori

### **Operations:**

Spring cleanup has begun, working on the grounds front of the building has been completed. Over the next couple of weeks, the rest of ground will be cleaned up weather permitting.

We have installed a temporary solution to the continuous leak in the old probate office. We were able to install a Leak diversion system, this will allow them to occupy the office space.

Flat roof over the left side of the building continues to give us a problem with leaking. We have had several roofing companies come out to evaluate, they have all proposed testing the drains to see if it the pipes or the roof. We tested the pipes in house, and they appear to be solid. The only other solution they could offer was having the roof and flashing installed. They have found several gaps in the flashing area which may be leading to the side wall water damages.

Theater Rooftop Air Conditioning Unit- Reported to us last year by our service contractor some upgrades will be needed to get this unit to operate through the summer. New fan, bearings, and refrigerant will be needed. I have three quotes on these repairs. Each company stated that our system is 15 years old, and the average life expectancy is about 16-17 years. They suggest that we start preparing to replace.

I was able to meet with a contractor reference casement window, a suggestion was made to install new modular wells. Following up

Continuing PM around the building, installing, and upgrading door closers, painting and refinishing of the floors from winter wear and tear.

### **Project Status:**

#### **CEN Project:**

##### **Completed**

Cameras:

##### **Completed**

#### **Doors Project:**

Hope to start the project End of April beginning of May.

Respectfully

Anthony Sartori