

ETH Board of Managers

May 14, 2019 6:30 pm

45 Main St Mary Hawley Room

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING

Present: Margot Hall, Lisa Schwartz, Jen Chaudhary, Marie Smith

Also Present: Sheila Torres, Tom Mahoney

Absent: Jen Guman, Herb Rosenthal

Ms Hall called the meeting to order at 6:30 pm

No public participation.

Mr Mahoney reported: Cultural Arts movie was May 5th, St Rose Sound of Music was May 9th and last weekend was free movie weekend.

Coming up: 5/17 The Mule, Memorial wee is Dumbo, 5/31 -6/2 is Lathrop Recital weekend, June 6 Brainstorm Experience is back.

Ms Smith moved to accept the minutes of April 9th, Ms Chaudhary 2nd the motion – approved

Movie Premiere – Ms Chaudhary reported that in lieu of a rental they are considering an open event fundraiser. Suggestion was made for Ms Schwartz bring this to Mary Hawley Society to see if they would be able to take this project on. Ms Schwartz is the liason between the board and the Mary Hawley Society.

Wellness Day - possible event in the Alexandria Room June or later. Still in the planning stages due to trying to get local sponsors and vendors to cover cost. Ms Torres is waiting to hear back. Sounds like a great event.

Ms Hall is concerned about staffing shortage. One employee had surgery today, leaving only one in maintenance. Ms Torres is working with High School job training program.

Ms Torres report is attached.

Ms Chaudhary moved to pay \$33,890.06 for building expenses and \$11,055.41 for theater expenses totaling \$44,945.47 in total expenses for the month. Ms Schwartz 2nd approved

Ms Chaudhary moved to approve the new service contract from McKinney with Ms Smith 2nd approved

Ms Chaudhary moved to pay \$1666 to replace fire devices in theater with addressable units. Ms Schwartz 2nd approved.

Ms Chaudhary moved to table theater regulations Ms Smith 2nd approved.

Ms Chaudhary moved to table music rights license Ms Smith 2nd approved.

The board discussed the trophy case and would like a hold harmless agreement. Ms Torres will let them know.

Ms Chaudhary moved to add \$3150 to Music Series fund Ms Schwartz 2nd approved.

Ms Chaudhary moved to add DNR service contract to agenda Ms Schwartz 2nd approved.

Ms Chaudhary moved to approve DNT service contract Ms Smith 2nd approved.

There being no further business, the meeting was adjourned at 7:35 pm.

Respectfully submitted,

LeReine Frampton, clerk

ETH MANAGER'S REPORT – 14 May 2019 – Sheila Torres

Highlights/New

- Tamra Saric, new Lathrop School of Dance owner, will be starting her lease in August.
- Newtown Arts and Enrichment Club used the new space for their play Anne of Green Gables.
- Two new parents will be administrators for Newtown Arts and Enrichment.
- Working with Sonics, Job Corps Program and Library to bring workshop to our theater in August and May.
- Peg Ragaini has recommended a student to assist us this summer. If all works out we may be able to get some help during the school year also. I would like to have this student work on web site and social media updates.

Decisions Needed

- **Trophy cases for Newtown Wrestling.** Tom Maurath has confirmed case is tempered glass, netting safe.
- **Live Events** for the Coming Year – how many, when, budget
- **Theater regulation** changes and AV/sound/lighting staff to back up the new rules.
- **'Friday Cabarets'** proposed for July/August. Typically slower time of year.
- **Upgrade smokeheads** in the theater to make them addressable, since they have to be replaced.
- **Standard process/contract template** needed for ETH concert bookings. J. Guman has Hayden's file. Could be helpful in helping us develop a draft contract.
- **Licensing** - I reached out to CT Liquor Control to inquire if they could credit us for the license we were unable to use in March but they won't. Also, we have used 6 licenses. We have 8 bookings left. Need Plan B.
- **Seat fabric cost:** \$9,600 for 4 bolts from one dye lot. Will never need fabric again. This does not include the repair of the 8 to 10 seats that will cost \$50 each to upholster. Funded by donations fund.
- **Bar** - I will send Board sample bar equipment to help keep alcohol at constant temperature and reduce waste. Also trying to line up a local vineyard.

In Progress

- **ADA Bathroom Project** –Met with Chris Carney to review specs. I am being asked to do lead testing in addition to the asbestos testing that was already done. I met with building inspector and he approved use of two sinks or one dual purpose sink, but I need to have the drawings reflect that.
- **Theater** – All critical items complete. The pit, the ladder and the electrified house pipes are still in the works. The floor gap will probably be completed last, since it's the least critical item. DNR needs to mask screen and move house pipe to first position.
- **LED Interior Lighting Project** –Tom McShane has not updated me on this, but did reach out and ask me for a gas bill because additional savings may be realized. That was sent to him this week.
- **Theater Seats**– Some good news. Public works let us borrow their employee to weld the broken seat. Still looking for longer term solution for other parts. We have started the chair tags, but not finished. I have asked MCR Construction to help with this, since I am now without both custodians until one returns from medical leave.
- **Repair Front Steps** – MCR Construction will come on Thursday 5/15 to do a temporary repair so that we can continue to use the theater fully.
- **Web Site Update** – working on updated forms, Q&A and potential redesign that will feature sponsors more prominently and allow all events/movies to be seen on landing page.
- **Install outlet** – coffee maker needs outlet per fire marshal. Work to be done 5/15/19.

Completed

- **Alexandria Room AC Project** – The balancing was completed. The system is in place. We had training on how to use it. We are in the process of installing covers to prevent renters from altering the programming.
- **Elevator Shaft Storage** – These 3 closets have been completed and locks have been installed.

- **AC Project** – Balancing completed, training of staff done, working on user case to protect programming, but we have already begun using the new system.