



Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, February 11, 2020 - 6:30 P.M.
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, Connecticut

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

Present: Jen Guman, Jen Chaudhary, Margot Hall, Marie Smith, Lisa Schwartz, Herb Rosenthal (arrived 6:31 p.m.)

Absent: none

Also Present: Operations Manager - Sheila Torres, Theater Manager - Tom Mahoney, Lauren DiMartino – ETH Bookkeeper/Finance, Kim Chiappetta (clerk)

Call to Order: Ms. Chaudhary called the meeting to order at 6:30 p.m.

Report from Theater Coordinator:

In Mr. Mahoney's absence, Ms. Torres reported to the members that there was a theater profit of \$805 and noted the *Stella Blues Band* concert and *Flag Pole Radio Café* show. Showing in February will be "Motherless Brooklyn" which is a rated R movie. Ms. Torres explained that the theater does occasionally shows rated R movies to provide some diversity for audiences.

Approval of Minutes:

Ms. Guman motioned to approve the minutes of the regular meeting held on January 14th.

Seconded by Ms. Schwartz. All in favor.

Ms. Hall motioned to approve the minutes of the special meeting held on January 22nd.

Seconded by Ms. Smith. All in favor.

Report and Comment from Chairman:

Permanent Liquor License:

Ms. Chaudhary told members that she received a message from the First Selectman who told her that he met with Representatives J.P. Sredzinski and Mitch Bolinsky regarding what could be done for the Edmond Town Hall to obtain a liquor permit. She will also be meeting with Mr. Bolinsky and will be circling back with the First Selectman to discuss the details.

Borough Zoning:

Ms. Chaudhary informed the group that the Borough Zoning Commission is expected to accept the application regarding Borough landmark buildings in their next meeting on Wednesday, February 12th and the hearing will be in their March meeting. Ms. Chaudhary encouraged members to attend the March meeting and show their support.



Ms. Hall shared with the group that since the Borough does not have a planning function the application was presented to the Planning & Zoning Commission in their February 6th meeting. She found it very interesting to hear concerns expressed. Ms. Hall highlighted that the first part to designate landmark buildings passed unanimously whereas the second part which would allow the ETH Board of Managers to rent offices to entities other than not-for-profits passed with 4 out of 5 in favor.

Report from Operations Manager (Refer to Attachment A):

Ms. Torres presented the Manager's Report and began by telling everyone that the *Stella Blues Band* concert was a great success in both the revenue and the buzz. She has been busy with trying to secure sponsors for next series and recognized how helpful Ms. DiMartino has been.

Booth Library Director, Doug Lord, invited Ms. Torres to attend the educational training series being offered by the Newtown Non-Profit Council. She explained that training sessions are being run by knowledgeable, talented people who know how to run not-for-profits. The cost to sponsor the series is \$150 and is a great opportunity for the ETH Board of Managers to attend the meetings.

Another opportunity proposed by Mr. Lord is showing the movie "Fantastic Fungi" as a co-fundraising event. The movie is about the benefits and importance of fungi to people and the environment and will be shown at 500 theaters worldwide on a single day.

Finally, Mr. Lord and Ms. Torres discussed the library advertising upcoming events on the movie screen prior to movie starts and the ETH using space at the library to advertise ETH upcoming events. She highlighted that the First Selectman is encouraging the Community Center, Booth Library and ETH to support each other.

Theater lighting update:

Ms. Torres told members that 3 vendors did walk through of the theater and later submitted bids. Mr. Spreyer, the town's Purchasing Agent, put together a comparison and found a misunderstanding by one of the vendors. Technical questions were answered and an adjusted bid based upon the clarifications is pending. Ms. Guman requested that she review the bids.

Financial Review (Refer to Attachment B):

Ms. Chaudhary told the group that Ms. DiMartino was invited to attend the meeting to discuss the finance reports.

P&L/Aging Report:

P&L:

Ms. DiMartino reminded the group of the versions of the finance reports that had been made available. Ms. Chaudhary asked members if there was a different format they wanted to receive and if they had any questions. Ms. Guman noted that the current report format provides the present state of affairs, but doesn't provide a forecast of what is booked between current date to the end of the fiscal year. Ms. DiMartino explained that she looks at current numbers and what is on the books regarding reservations. She is in the process of working on a report that can



include forecasted numbers. The group discussed the importance of incorporating expected future revenue from reservations to provide a complete picture of the fiscal budget. Ms. DiMartino explained to members that she has pulled the data together and the next step is the report format. Mr. Rosenthal noted the current report reflects more expenses than revenue, but if this is the heavy time of year for expenses then it makes sense.

Aging:

Ms. Chaudhary referred the group to the aging report. There was nothing out of the ordinary. Ms. Smith pointed out to the group that computers were purchased.

Ms. DiMartino told the group she would try to have the new report ready by the end of next week.

Budget Update:

Ms. Chaudhary told members how she, Ms. Torres and Ms. Guman presented to the Board of Selectman. The presentation went well and they received good feedback. The Board of Selectman expressed their appreciation of the creative ways the Board of Managers was trying to accomplish things with less. The ETH Board of Managers may have to present to the Board of Finance next if it is requested.

New Business:

Theater Pricing:

Ms. Chaudhary said that she and Ms. Torres discussed that rental prices have not been updated in 3 years. Ms. DiMartino has been comparing the ETH theater rental price to other organizations in town. Ms. Torres explained that currently the charge for renting the theater for a meeting was the same as renting the theater for a birthday party, but meetings require more resources than birthday parties. She suggested making meeting prices the same as a matinee take-over which is \$600. The reason for the increase is to be able to provide a technical director who would provide services including lighting and sound. The group discussed the possibility of meetings having varying degrees of technical assistance and weekend assistance. Mr. Rosenthal recommended that ETH equipment is being used, the renter must pay for the technical director. Ms. Torres noted that not-for-profits would still receive a 10% discount.

Mr. Rosenthal moved to increase the theater rental price for meetings to \$600. Seconded by Ms. Guman. All in favor.

Newtown Arts Festival:

Ms. Torres told members she and Ms. Chaudhary were visited by Barbara Snyder, this year's Arts Festival chair, who explained to them that the Arts Festival was considering sponsoring the Flagpole Radio Café at the ETH in place of their Festival's usual Friday evening entertainment. Ms. Guman added that she met with Ms. Snyder regarding assistance with the Arts Festival music. In this meeting, Ms. Snyder said that the Arts Festival was moving away from partnering with the Flagpole Radio Cafe. The group discussed the ETH being the backup location for evening entertainment in the event of inclement weather and providing assistance with marketing. The group determined no action was required at this time.



Mr. Rosenthal moved to add 2 items to agenda; the “Fantastic Fungi” movie co-fundraising event with the library and sponsorship of the “Doing Good Better” non-profit educational series. Ms. Hall seconded. All in favor.

Fantastic Fungi movie event:

Ms. Torres reminded members that the “Fantastic Fungi” movie will be showing in 500 theaters throughout the world on one day and that she and Mr. Lord will meet to discuss the details.

Mr. Rosenthal moved to partner with the library on the “Fantastic Fungi” co-fundraising movie event. Jen seconded. All in favor.

2020 Non-profit education series:

Ms. Torres explained to members that with the sponsorship two members of the Board of Managers can attend each session. All sessions begin at 6 p.m.

Ms. Guman motioned to approve participation in the not-profit series. Ms. Smith second. All in favor.

Unfinished Business:

Music Series Update:

Ms. Guman began by telling members the first series ended on a positive note. The *Stella Blues Band* had a great turnout. She talked about the display in the lobby that helped make the experience memorable. The lobby was set-up with various tables selling goods. Ms. Guman will be scheduling a meeting to discuss what went well and what needs improvement. This information will be used to plan for the upcoming *Brothers Revival* show. She will also be working with the high school to get more volunteers.

The group discussed activities for obtaining sponsors. Ms. Torres told everyone that there are currently 4 sponsors for the next music series and that *Texas Roadhouse* out of Danbury will be providing and delivering food. Ms. Chaudhary said that she recently met with someone who has experience with getting sponsors and has a wealth of knowledge that she could share. The group discussed timeline for obtaining sponsors.

Ms. Torres shared with the group that the ETH should have a ticketing machine. In doing some research, Ms. Torres found an engineer who makes ticketing machines lives in town. He recommended a machine that will suit the ETH needs and offered a demo for a trial period.

By-Laws:

Ms. Hall told members that she did not receive responses from anyone regarding the by-laws. Mr. Rosenthal will be emailing Ms. Hall his comments.

Movie Schedule Analysis:

Ms. Chaudhary told members she met with Ms. Torres and Ms. DiMartino about the movie schedule and found there was a lot to look at. Without making changes to the current schedule a small change can be made that will save a significant amount money. The group will be



looking at the cost of a movie and the profit or loss by day. Schedules may fluctuate depending upon the season and school calendar.

Mary Hawley Society Update:

Ms. Schwartz reported that the Mary Hawley Society is meeting tomorrow (Wednesday, February 12th). Ms. Chaudhary said that two members had worked with Ms. Torres for clarification of the check receipt process.

Comments from Board members:

No other comments.

Adjournment:

Ms. Guman motioned to adjourn at 8:12 p.m. Mr. Rosenthal seconded. All in favor.

Respectfully Submitted, Kimberly Chiappetta, Clerk

ETH MANAGER'S REPORT – 11 Feb 2020 – Sheila Torres

Summary/Highlights

- **Stella Blues** – most successful concert to date from a revenue and buzz perspective. Hope that A Brother's Revival will be the same.
- **Flagpole Radio Café** – Event went well. About 150 attendees. The next event will be Peter Yarrow on March 21. They have also requested 3 dates for 2021.

Work in Progress and Completed

- **Meeting with Non-Profit Council** – \$150 Sponsorship of 2020 Non -Profit Series would be advantageous. This helps offset the cost of a great number of excellent speakers that will be giving of their expertise. The series could be useful for all of us, including me, Lauren, MHS members and even Board members.
- **Trying to Secure Sponsors** – Secured NSB. Now working with Union Savings Bank and Residence Inn. I am meeting with R.I tomorrow over phone. I have three more to follow up on.
- **Ticket machine for live events** – Gerry Belanger will be bringing a machine for us to test out. It speaks the Vendini language as well as Windows so allows us to customize tickets as needed. Gerry is coming to see me tomorrow at 4:30 p.m.
- **Co-Fundraising Event with Library** – Amazing Fungi Day – 500 Theaters Worldwide. They provide marketing support. Tickets are \$16. Thursday, March 26.
- **Co – Promotional Opportunity** – Screen ad for library monthly, ad space for us at the library.
- **Budget** – Met with Board of Selectmen. Have not heard about the next meeting.
- **CIP** – Have not heard anything new since December meeting with Dan Rosenthal.
- **New Arts** – I will be asking Raiza to provide the dates for the year after next in writing
- **Theater Lighting** – Had walk-through with Sound Stage. Their bid was the lowest and wanted to be sure nothing had been left out. The vendor had additional questions and we have provided some answers. Based on the walkthrough 48 additional hours of labor would need to be added to the bid but more may be necessary based on responses provided. I will request an update from Rick Spreyer to see what he has heard from Sound Stage.
- **ADA Bathroom** – I have not heard back from the vendor on when they plan to submit their building permit. I will ask Rick for an update when I speak with him about Sound Stage this week.
- **Web Site Update** – I have not been able to meet with our web developer. I am planning to ask
- **Computers** – More work needed on new computers to transfer movie software. Hope to schedule for week after the break, when the booth will be open and available after the install.
- **Plumbing Needs** – We have repaired the leaking urinal and replaced the hardware for the two leaking toilets in the ladies' room. Friday the plumber returns to repair a cast iron pipe with a crack and to repair and replace the toilet in the gym bathroom. He believes the cracked pipe and the leaking toilet may have contributed to the odors. We have placed a sanitizing flushometer in the men's gym bathroom that will flush every couple of hours to help keep the urinal fresher.

Attachment B

Edmond Town Hall - Board of Managers
A/P Aging Summary
As of January 31, 2020

	Current					
	1 - 30	31 - 60	61 - 90	> 90	TOTAL	
Aquarion	361.01				361.01	
Artech	325.00				325.00	
Associated Refuse	381.00				381.00	
BOM- Minutes	125.00				125.00	
David Wheeler	150.00				150.00	
Crystal Rock	4.00				4.00	
DG Music (A Brother's Revival)	2,875.00				2,875.00	50% of ABR
DNR Labs	2,789.52				2,789.52	inc. \$925 of Laser tkt sales
Dumouchel	467.65				467.65	
Eversource - Electric	3,130.71				3,130.71	
Eversource - Flood	16.43				16.43	
Eversource -Gas	2,794.05				2,794.05	
Frontier Communications	181.80				181.80	
Frontier Communications	50.81				50.81	
Holmes Fine Gardens	440.00				440.00	
McKenney Mechanical	835.00				835.00	
Security Deposit Refunds	1,025.00				1,025.00	
Silvermine	550.00	550.00			1,100.00	
Spectrum	104.98				104.98	
State of CT- Elevator Bureau	240.00				240.00	
Testa Refrigeration	190.00				190.00	
Town of Newtown (credit card)	6,051.95				6,051.95	
Town of Newtown (payroll)	23,773.34				23,773.34	
Total Building Expenses	\$46,862.25	\$550.00	\$0.00	\$0.00	\$47,412.25	
Commissioner of Revenue Svc	300.00				300.00	
Coz	230.00				230.00	
Deluxe Echostar	159.80				159.80	
Paramount	603.40				603.40	
Pepsi Beverages Company	337.67				337.67	
Prime Publishing	415.80				415.80	
Roadside Attractions	882.35				882.35	
Swank Pictures	50.25				50.25	
Terry's Popcorn					0.00	
The Bee Publishing	959.40				959.40	
Universal	250.00				250.00	
Warner Brothers	250.00				250.00	
Total Theater Expenses	\$4,438.67	\$0.00	\$0.00	\$0.00	4,438.67	
GRAND TOTAL	\$51,300.92	\$550.00	\$0.00	\$0.00	\$51,850.92	