

ETH Board of Managers

June 11, 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, Jen Guman, Herb Rosenthal

Also Present: Sheila Torres, Tom Mahoney

Ms Hall called the meeting to order at 6:37 pm

No public participation.

Mr Mahoney reported: Stardust Review was great with the new space and the screen. The tributes were wonderful. There was a lot of discussion on Lathrop's and the Star Dust Review.

Harvy was rescheduled for this Thursday at 1,4 and 7. Brainstorm had a meeting on the 6th and the Brainstorm Experience will be back on June 27th. Resiliency Light Show is this Friday. 6/15 Dogs Journey and Us then Shazam and Lego Movie. On the 23rd is The Wizard of Oz.

Ms Smith moved to accept the minutes of May 14th, Ms Chaudhary 2nd the motion – approved Mr Rosenthal and Ms Guman abstained.

Mr Rosenthal moved to accept the minutes of June 4th, Ms Chaudhary 2nd the motion – approved Ms Smith and Ms Schwartz abstained.

Mary Hawley Society – Ms Schwartz reported there were three new people, Jay Spaleta, AnnMarie Gianni and Mike Guman. The new members seemed interested in thre new initiatives of ETH BOM. There was not a quorum at the meeting to accept new members. Ms Guman requested a copy of the by-laws, mission statement and history be emailed to her by July 1st. She will report at the July meeting. Questions on term limits and adding new members.

Liquor License – on hold a non profit is needed to apply (Mary Hawley Society) for the non profit theater license which was recommended. A tavern license is not recommended.

Chair report – CCM held a session on Robert's Rules. This was attended by Ms Hall, Ms Schwartz, and Ms Smith. Also stated was do not reply all or you are having a meeting.

Ms Torres report is attached.

There was a discussion on the Energy Solutions proposal and how it compared to the previous proposal.

Mr Rosenthal moved to accept the updated proposal of June 7th by Energy Solutions 2nd by Ms Chaudhary – approved

Mr Rosenthal moved to pay \$54,979.83 for building expenses and \$4,595.05 for theater expenses totaling \$59,574.88 in total expenses for the month. Ms Schwartz 2nd approved

Music Rights License – ETH has never had this since those coming in had always brought the music. Mr Rosenthal suggested that the town might have already purchased a blanket license for the Labor Day Parade. This could mean that ETH is already covered.

Mr Rosenthal moved to table music rights license until it is determined if ETH is already covered by town. 2nd by Ms Chaudhary. approved

Newtown Day is July 27th. To be held from 11-8pm. They will have a brew garden, food trucks and live music. Ms Chaudhary, Ms Schwartz and Ms Torres are available to cover ETH table. Ms Smith and Mr Rosenthal will check their availability. Ms Guman and Ms Hall have prior commitments. Ms Torres will coordinate.

Discussion on September schedule. 9/21 is the Jukebox 45 and the Arts Festival.

Ms Guman moved to add the Arts Festival Entertainment to the agenda. Mr Rosenthal 2nd. Approved

Discussion on shows conflicting that Saturday night. Looking for suggestions on ways to work together with some sort of joint effort. Discussion on switching dates again for the Jukebox 45.

Mr Rosenthal moved to not change the dates of the September shows. Ms Chaudhary 2nd. Approved

Ms Torres has had a request from Tumbling Dice, a 60's band, to perform on Saturday of Labor Day weekend. They are a nine piece band with a following. Ms Guman requested a cost for lights and sound so the board could make an informed decision.

Mr Rosenthal moved to table the Tumbling Dice's request until the July meeting. 2nd by Ms Schwartz. Approved

Ms Schwartz moved to add the purchase of upholstery material to the agenda. Mr Rosenthal 2nd the motion approved

Discussion on whether to buy the 4 bolts and 2 bolts for half. Discussion on which account has the money to pay for the material.

Ms Schwartz moved to purchase 2 bolts of fabric for \$4700. Ms Smith 2nd approved

Discussion on subcommittee procedures for the Development of Theater Staffing to handle the upgraded equipment. Mr Rosenthal will gather information to share with the committee (do not reply all) Questions will be submitted to Mr Rosenthal he will then determine if a meeting is needed before the regular meeting.

Mr Rosenthal moved the forming of Development of Theater Staffing subcommittee consisting of Mr Rosenthal, Ms Smith and Ms Schwartz. Ms Schwartz 2nd the motion. Approved

Ms Chaudhary moved to move into executive session regarding tenant leases at 8:29 and to include Ms Torres. Mr Rosenthal 2nd the motion approved.

The Board reconvened at 8:43pm.

Motion made by Mr Rosenthal and 2nd by Ms Schwartz to amend the annual leases adding verbiage proposed by Operations Manager regarding procedures of scheduling auxiliary space on the ETH Reservation calendar. Motion unanimously passed.

Motion made by Ms Guman and 2nd by Mr Rosenthal to approve the request from Flagpole Radio Café to reduce the contracted 8 performances to 7. The performance scheduled for April was cancelled following a tragic event which occurred on March 25, 2019 at ETH. Motion unanimously passed.

This meeting adjourned at 8:46 pm.

Respectfully submitted,

LeReine Frampton, clerk

ETH MANAGER'S REPORT – 11 Jun 2019 – Sheila Torres

Highlights/New

- Newtown Centre of Classical Ballet and Dance commented that we have a much better stage and that “we did a good job” on the renovation.
- Newtown Arts and Enrichment has changed its name to Connecticut Homeschool Hub.
- Spoke with Jay Spileta about bar needs and he is working to help us obtain not only a menu, but also a relationship with a CT distributorship, assistance with the merchandising refrigerator and the wine kegerator.
- Dishwasher issues: several breakdowns and expensive repairs. I'm looking into getting a contract because this machine is aging. Will report back.

Decisions Needed

- **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.
- **Seat fabric cost:** \$9, 600 for 4 bolts from one dye lot. I have asked for a quote for half the price, which gives us 2 bolts. The repair of the 8 to 10 seats will cost \$50 each to upholster. We need to move on this to avoid
- **Bar** - I am going to wait until I hear from Jay Spileta about what he thinks he can provide so that we can get our needs met for less.
- **LED Interior Lighting Project** –Tom McShane has provided an update with additional spaces and I sent you an example of the lamp post top. I would like to proceed with this project.

In Progress

- **Trophy cases for Newtown** – I have not reached T. Maurath to get the statement needed, but will do ASAP.
- **Live Events** – I sent spreadsheet with live shows expected so far.
- **Theater Regulations** – have not received input from Board on the changes I provided, but I am learning about additional changes that will need to be put in the regulations as I begin using the new space and technology. I will provide an updated draft to all by email. We will also need to upgrade this depending on the work of the subcommittee
- **Upgrade smokeheads** – This work will be done Wed. Jun 12
- **ADA Bathroom Project** –I received lead testing results Mon Jun 10. There is lead on the affected areas but according to the company, because we do not have a child care center or preschool, we can move forward with using some standard construction practices for this situation. I also reached out to Claris architect for the sink and we have come up with a workable solution involving a trough sink with a handleless faucet and a sprayer. This will give us dual function. She is redrawing the plans and after that we can finally move forward with this.
- **Theater** –The pit platform, the ladders and ramp are still not complete. But, Rick has contracted with a firm that can do the railing in front of the pit. I also met with the building inspector and the fire marshal and they agree that once we complete the railing and pit platform, we can potentially add another row of provisional seats as needed to allow us to sell more tickets. We can also develop a space for lighting folks.
- **Repair Front Steps** – MCR Construction provided a temporary repair to the front steps after I learned from fire marshal that blocking them with the chain would require us to lower the capacity of our theater. The stop gap repair will only last so long and until we provide a permanent fix
- **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. While I have completed the rental form changes, I need to develop an additional form for 4-hour rentals, because they have very specific needs.
- **Install outlet** – coffee maker needs outlet per fire marshal. Work to be done 5/15/19.

Completed

- **Alexandria Room AC Project** – The thermostat covers have been installed, we have been through a couple of issues and now feel more comfortable using this unit.
- **Outlet has been installed for coffee maker** – per fire marshal

- **Ice machine maintenance** – they will return with the filters, but both motors have been cleaned and inspected.