

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, August 13, 2019 - 6:00 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: Margot Hall, Marie Smith, Lisa Schwartz, Jen Chaudhary, Jen Guman, Herb Rosenthal (arrived 6:32 p.m.)

Absent: none

Also Present: Operations Manager, Sheila Torres, Theater Manager, Tom Mahoney

Call to Order: Chairman Hall called the meeting to order at 6:30 p.m.

Public Participation: None.

Report from Theater Coordinator: Mr. Mahoney reported that the summer was slow. Disney films have the best attendance. Ingersoll will be sponsoring all showings of 'Aladdin' for free from Friday 8/16 through Sunday 8/18. There are no other kid friendly movies at this time.

Approval of Minutes:

Ms. Smith motioned to approve the minutes of the regular meeting held on July 9th. Seconded by Ms. Schwartz. All in favor. Ms. Chaudhary abstained.

Ms. Chaudhary motioned to approve the minutes of the Theater Staffing Sub-Committee meeting held July 26, 2019. Mr. Rosenthal seconded. All in favor

Update on Bar Tending Options:

Ms. Torres told the Board that there were 5 temporary permits left for the remainder of the year which will not be enough for upcoming events. The group discussed other options such as event holders hiring their own bartender. Ms. Hall said work is being done to obtain a permanent license. Ms. Guman expressed concerns in the event this cannot be done in a timely fashion. The group then discussed members needed in the Mary Hawley Society before being able to move forward and apply for a non-profit theater license.

Report from Chairman:

Ms. Hall did not have anything new to report and asked that Ms. Smith review the monthly bills.

Review and Approval of Monthly Bills:

Ms. Hall questioned a \$915 invoice for refrigeration. Ms. Smith explained that the invoice was for the cleaning and replacement of filters for the ice machine. The invoice included labor at \$100. The invoice from NCR Construction was for repairs on the stage. Town of Newtown credit card was for regular charges.

Mr. Rosenthal moved to approve the building and theater expenses totaling \$53,780.45. Ms. Guman seconded. All in favor

Report from Operations Manager (Attachment A):

Bar:

Ms. Torres began by reporting that she has been working with Ms. Bobowick regarding bartending events. Ms. Bobowick will be reaching out to her network of bartenders.

Outside lights:

Electricians have been unable to find the power for the last light post on the corner. Reconnecting the power would require breaking through the sidewalk. An alternative would be to install lights on the building that could shine out onto the corner for functionality and a solar light could be installed in the post for looks.

CIP:

Ms. Torres then presented Board members with the current and recommended prioritization of ETH CIP projects. She explained that the CIP projects must first address safety and then infrastructure. Theater work will be done more quickly for safety reasons. She recommended shifting the original ETH-1 on the CIP, which was for brickwork, stair work and the flat roofs to the second project. The 3rd project should be infrastructural improvements to revitalize the gym to get revenue during the down months.

OLD BUSINESS:

October 7th 'Movie Premier:

Ms. Chaudhary updated the group that Marianne Grenier, who knows the director of film and has worked with him on fundraisers and premiers, would like to do a fundraiser for the ETH. This would be a meet and greet with the actors and actresses prior to the movie. Ms. Grenier would organize food, drinks and ticket sales. She is asking how the funds would be used and is asking for assistance with the press release. Ms. Torres offered to review the press release. The board discussed how the funds should be used. Ms. Torres told the group that funds could be put towards lighting for the theater for live events.

Ms. Smith motioned that funds raised from 10/7 movie premier go into the lighting account. Ms. Schwartz seconded. All in favor.

CIP:

The group briefly reviewed the recommended changes to the CIP discussed during the Operations Manager report.

Mr. Rosenthal motioned to approve changes to the CIP. Ms. Chaudhary seconded. All in favor.

NEW BUSINESS:

Recommendations made by Theater Staffing Sub-Committee:

Mr. Rosenthal began by noting that obtaining a theater manager would be ideal, but there are not enough funds. As a start, an event planner/coordinator could be paid on commission, and a House Technician could be hired on a per diem basis. Ms. Torres added that the role of a Production Coordinator is important in making events successful. Mr. Rosenthal said that in the

absence of the Theater Manager role there should be a written process for scheduling and staffing. The group discussed the differences between the various job roles and the important points of each. The group agreed to advertise for the vacant custodian position.

Next Mr. Rosenthal told the group of the recommendation to convert the Book Keep role into Office Manager. The group then discussed the Production Coordinator and Event Planner roles. Ms. Torres explained that a Production Coordinator works directly with the acts, whereas an Event Planner is responsible for filling space.

Mr. Rosenthal motioned to follow through with the recommendations so that many are in place by January 1st. Ms. Schwartz seconded. All in favor.

Theater Technicians – for lighting and sound; Production Manager:

Ms. Hall began noting Theater Technicians are responsible for lighting and sound. Ms. Torres explained the importance of the role of a Production Coordinator and recommended one be hired on a per event basis to work with the acts by finding out their needs. In addition, people that handle lights and people that handle sound would also be hired on a per diem basis. She continued that it is necessary to have a list of resources for lighting and sound. Mr. Rosenthal asked if this person could be paid out of show revenue. Ms. Torres said yes or out of budget line item. The group discussed budgeting for these roles go forward and for acts that were already scheduled. Ms. Chaudhary recommended contacting Ives Center Board member, John Voket, for recommendations on lighting and sound.

Create 501c3 for ETH:

Ms. Guman noted that this was covered in a prior conversation.

Calendaring and Rental process for day rental:

Ms. Chaudhary explained that the ETH works on fiscal calendar, and that the process is to wipe out the calendar at the beginning of the fiscal year resulting in the need to re-book events on the calendar. Now that they are booking more the calendaring process is not working well. It allows for someone to book an event through the website for the same date as someone who has a recurring event. Ms. Chaudhary suggested that Ms. Torres leave re-occurring renters on the calendar. Ms. Chaudhary expressed concerns for cases where a larger event may need a space that is occupied by a smaller event. The group discussed the ability to contact the re-occurring event holders to move the event for the one date. At the end of the discussion the group agree to allow Ms. Torres to leaving re-occurring renters and make changes as she sees fit. A notification to the change in the process will be forwarded to re-occurring renters. The group also agreed to add Frequently Asked Questions to the website regarding the reservation process.

Ms. Chaudhary motioned that there is a process for calendaring that is made available to everyone that rents space, that Ms. Torres will make changes as she sees fit and that the Calendar is not wiped clean every fiscal in regards to day renters. Mr. Rosenthal seconded. All in favor.

New Arts Request for Theater Rental:

Ms. Torres told members of New Arts interest to use the ETH for their holiday show and that they would like to start loading in their equipment/staging from the end of November through December (total of 4 days). New Arts would need their stage set to remain up which includes a platform over the orchestra pit. Other events already scheduled would have to be in agreement. The group discussed its concerns and possible recommendations that could make this work. This item was tabled until next month. Mr. Rosenthal suggested that a special meeting be scheduled if a decision needs to be made sooner.

Ms. Guman motioned to table New Arts Request. Ms. Smith. All in favor.

Comments:

Ms. Smith reminded everyone about Mary Hawley's birthday on 8/22.

There were no other member comments.

Mr. Rosenthal motioned to move to executive session to discuss an employee work schedule personnel matter. Ms. Chaudhary seconded. All in favor.

The Board returned to regular session at 9:30 p.m. with no action taken.

Adjournment:

Mr. Rosenthal motioned to adjourn at 9:21 p.m. Ms. Guman seconded. All in favor.

Attachment A:

ETH MANAGER'S REPORT – 8 Aug 2019 – Sheila Torres

Summary/Highlights

- I had a very busy month with much of my time spent training Hannah, providing support for theater renters Imagination Movers, etc., preparing for and attending Newtown Day, managing AC issue and vendors, dealing with renter issues and trying to staff building based on folks being on sick and on vacation.
- Hannah Daly has been very helpful in posting social media and web site content and has helped with graphic creation. She also trained with J. Guman to be able to deliver the monthly newsletter and she distributed it for the month of August. I have asked her to develop a brief instruction sheet so that others can put out the newsletter. I have also had her trained to do laser projection and concession so that she can fill in for those roles as needed, since much of our staff is leaving for college. Hannah may be able to work in the Fall.
- The Imagination Movers event was an outstanding success. The audience thoroughly enjoyed the entertainment. The challenge for me was working with the technical crew because although they had come to do a site survey, they still needed assistance on loading day and my theater technical knowledge is extremely limited.

Decisions Needed

- **Bar** – Spoke with K. Bobowick about tending bar during our live shows. Willing to do it based on availability. She will be passing on the request to her network of bartenders. Saturday nights could be tough.
- **Outside lights** – To pay or not to pay for the post light near the driveway. Options.
- **CIP** – Board agreement on priority (timing) of CIP projects.
- **Music Series** – clarity needed around the marketing of the events and the items mentioned in the plan, who is doing them and when. I am unable to button down sponsor dollars with current information.

Work in Progress

- **LED Interior Lighting Project** – This project has begun! We already have much brighter lighting throughout the building. The electricians will continue this week with the hallways, the gym, which is the biggest part of this project, and the outside lights. The lantern near the exit driveway will probably remain unlit because they were unable to find power to it. It will be less expensive to put a light on the
- **Trophy cases for Newtown** – Cases have been installed. There is a temporary piece of wood protecting them at the moment. NYW will be returning to complete the work.
- **Live Events** – Developed Save-the-Date flyer to mark upcoming events based on requests at Newtown Day. Flagpole Radio has confirmed its upcoming shows and wants to keep both May dates until they can confirm.
- **Theater Regulations** – I have made the changes as discussed at last meeting but I believe more needs to be done. We are learning more as we have more shows and once personnel is in place I suspect we will add more.
- **ADA Bathroom Project** – Have made no progress on this during the month of July. Will set up meeting with John Poetl to see if I can move forward with some tweaks to the current drawings, since I am not hearing back from the architect.
- **Personnel** – Lighting and sound expertise, bar tenders, and production coordinator sorely needed. Previous potential candidate accepted a full-time position.
- **Training** – Lauren DiMartino and
- **Interviews** – Sent out ads for PT custodian position to Town and externally. Fewer candidates now that position is part-time. Have two interviews 8/13 and one on 8/16. Waiting to hear from two others.
- **Theater** – The pit staging will be installed 7 am on Wed 8/14! I will be here very early so that MCR Construction can remove the old railing for the staging contractors. I still need to complete the ramp and ladders.
- **Web Site Update** – The rental process form and Q& A will help clarify renter questions. I will add more questions/answers covering topics that come up frequently.
- **Chair Tags** – I'm happy to report that Al's last appointment is Thursday 8/15 and he will be able to start putting on the tags starting 8/19, since Chris will be back from his vacation later this week and can provide coverage.

- **Live Events** - Developed and sent two offer letters using new template with info developed by Jen Guman. The template should make booking bands and estimating costs a little easier in the future.
- **Liquor License** - Requested license for August concert. Have four more left to cover music series only, plus one.