



Edmond Town Hall Board of Managers

Minutes of Regular Meeting December 14, 2021

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING

Present: Jen Guman, Margot Hall, Armel Romeo Kouassi, Herb Rosenthal, Betsy Paynter
Marie Smith

Also Present: Sheila Torres

Members of the Public – Scott Cicciari from Cynchrony

Ms Guman opened the meeting at 6:32.

Scott Cicciari spoke about a 2 for 1 matching gift program that is ending on December 31st for Edmond Town Hall. His employer, Cynchrony is conducting this program to enable ETH to be able to move forward with their plans to have LED projector and big screen for the Alexandria Room. This would be laptop and DVD adaptable and obtained at cost. Mr Cicciari has been working with ETH for many years to help make this happen. They are working with the 501C3 Mary Hawley Foundation. The Cicciari's have donated and the CEO has donated making the goal attainable.

The board discussed the importance of this move which will assist them in making ETH meeting rooms adaptable to zoom meetings. Mr Cicciari's employer is switching to working from home and closing all but the main office so he is hopeful there will be some technology no longer needed which can be donated to ETH. These donations will assist the Board to meet some long term goals for the building. The board thanked Mr Cicciari for all his help and the support of Cynchrony. They are excited to see what can be accomplished.

Ms Guman reported that there was a lot of positive feedback on the Jim/Sasha events. She has been talking to them regarding a welcome home event. They are not home yet and the timing of their return is not certain yet. This was a great community event.

Ms Torres (her report is attached)

It was suggested that LG commercial monitors be used in the main lobby. There is a software package that attaches to the back and allows changes to be made instead of having them attached to a laptop.

The International Film Festival is looking at October 1, 2022 and will require use of the theater, gymnasium and Alexandria Room. Ms Torres is hoping to have that firmed up soon.

Rentals have been very busy but they have had party cancellations due to covid.

Ms Torres will be requesting that the parking lot project be done in July and August since that will be the slowest time. They have heavy bookings in May and June with all the recitals. They will need to have parking for these events.

There was discussion on wifi issues. Sept 17 they got a new modem from Spectrum and Ms Torres was told the problem is probably the messaging between the modem and router. Mr Torres has a meeting with Al Miles on December 20th from 9-10. The board wants a representative from Spectrum to attend the meeting so the problems can be solved. The suggestion of a mesh network was also discussed as an alternative.

They are still getting quotes on painting the Gym. Ms Torres was shocked at the price increases.

The bar fridge was discussed and quotes compared. Discussion on the difference between the companies selling the fridge. Discussion on the work costs and what the savings would be. Discussion on how long it would take to recoupe the cost of the bar fridge. The bar fridge would save a lot of set up and clean up time. The alcohol would remain cold and not have the waste at the end of the event. It will also add a professional look and be a step up from the mom and pop look.

Ms Paynter moved to accept the minutes of November 9, 2021 and Mr Kouassi 2nd the motion – approved

Unfinished business

Discussion on covid policy will discuss again in January.

Sir Paul was a nice event. Members went and enjoyed themselves.

New Business

Mr Rosenthal moved to add the purchase of the Bar Fridge to the agenda. 2nd by Ms Hall approved

Mr Koussas moved to purchase the Bar Fridge from Globe Equipment with Ms Hall 2nd. Approved

Rotary Pancake breakfast was a success and the Rotary spoke to Ms Torres about returning next year.

Discussion on forming a Marketing Committee and Brand development. Space and price list needs to be updated on website. Need to have a group to do the marketing. Need to have a Brand.

Ms Guman appointed a Marketing Committee consisting of Ms Guman, Ms Paynter and Mr Koussas.

Mr Rosenthal moved to continue the calendar for 2022 with the meetings on the 2nd Tuesday of each month. The meetings will be held at the Edmond Town Hall at 6:30pm. 2nd by Ms Smith approved Ms Guman will type out the calendar and submit it to the Town Clerk's office.

Ms Paynter thanked Ms Torres for all her efforts to get quotes for projects and she thanked Ms Guman for all the work to help get things accomplished.

Mr Rosenthal moved to enter executive session to discuss personnel matters at 7:55pm.

Ms Hall 2nd Executive session was Board Members only.

Members came out of executive session at 8:31pm Having no business to discuss meeting was adjourned.

Respectfully submitted,
LeReine Frampton

Edmond Town Hall Board of Managers

Jennifer Guman, Chair

Margot Hall * Betsy Paynter * Herb Rosenthal * Marie Smith * Armel Kouassi

ETH MANAGER'S REPORT – 14 Dec 2021 – Sheila Torres

TV Monitors – quote to come Monday, will forward.

Gym Painting – quote Sunday and second quote expected by Monday or Tuesday, will forward.

Bar Refrigerator – Two quotes for the same refrigerator. \$One vendor is \$650 more than the other, but has all original parts and will put on the casters. I am waiting for the details from that vendor, since they put in the kitchen items for us. The other vendor will not put on the casters, but will sell us generic casters that we will need to attach ourselves. They will ship the fridge but overall their cost will be about \$600 less. I will provide additional details and specs before the meeting.

Bar Outlet for Elevator – quote to come Monday from electrician, he came out to see the job last Tuesday, will forward. This is needed to keep bar fridge plugged in.

Sewer Gas issue continues. According to Fred Hurley this problem goes back 35 years and the entire stack should be replaced. He was not surprised to hear about this issue when I was giving them the infrastructure tour. I am trying to get a quote on this replacement but it may need to wait until the plumbing project on the CIP, depending on the cost.

Sandy Hook International Film Festival – Had a phone meeting with Sattie Persaud who is planning an international festival in April 2023 and other cultural events and workshops in 2022 and would like to use our space. She will meet with me again on 12/10 and I will let you know what I learn. She was referred to us by Chrystal Preszler.

Chamber Rental – one potential tenant fell through, the other is reluctant to take a one-year lease and has asked for consideration for a month-to-month.

Newtown Arts Festival – The Arts Commission has requested that we set aside the theater as a rainy date back-up for their event next year.

Infrastructure Commission Meeting and Tour – I took the Infrastructure Commission on tour of the building to show them our systems, both mechanical, HVAC, plumbing, etc. They are building a centralized database that the town and town leaders will use in the future for work planning purposes as well as for CIP purposes and purchasing, etc. They're interested in the spreadsheet that I have been keeping for the infrastructure improvements we have made and they are coming back the last week of December to look at my records so they can get some of the information into their database. I will keep you posted.

Bridge Club – Bridge Club will be moving from 4-day to 2-day rentals from January through April. They expect to come back to regular Monday through Thursday in May. Lauren is working on a forecast on the impact on expected revenue for the Alexandria Room this year.

Live Shows – Tickets are already selling for Stella Blue's Band and sales for Alpaca Gnomes have picked up. Drafting press releases for next two shows. I have ordered a new sandwich board and checked with the town to allow us to use the sign across the street in the future with a chain and lock so that the board does not get damaged and it gets more visibility. Lauren continues to get messages up on the sideboard which remains up as long as the weather is good.

CIP – The roof restoration project has been put off until the spring. Have not heard from vendor about exact dates will let you know as soon as I can reach him.

Parking Lot - I have some questions about the parking lot project next year and how it will impact parking for our renters. We have a very full month of June and we have other renters, including Bridge, etc. I have sent a message to Rick Spreyer for some clarification because we need to make things work, since revenue is at stake.

Grease Trap - During the infrastructure tour Fred Hurley informed me that the grease trap we have in our kitchen, which I replaced recently, is sufficient for the amount of use that our kitchen gets. There was a question as to whether we would need to put in a grease trap under the new parking lot but based on our volume we can continue with the grease trap we have in place.

NewArts – New Arts has been very busy with production and we are both learning as we go along here. Some things to remember if they choose to return next year: they would like to have us block the gym for their dress rehearsals, not just for their shows; they need additional dressing room space, such as the LMR and other spaces; Sabrina's classes interfere with their rehearsals and shows because they keep the doors open and they can hear her students singing. Their silent auction requires a safe and secure space to keep items overnight for a few days. After the event is over, I will ask for additional input from them about how to improve things.

Wi-Fi – Have been working with Spectrum, electrician and have 3 meetings to try to get central wi-fi access within the building for all tenants. Jeniam Foundation would like to help us with this effort. I plan to meet with the electrician and Spectrum construction again next week or later depending on their schedules.

We have also been having a lot of wi-fi issues some related to Spectrum, others, not sure why. I had our IT vendor here checking on problems and have requested a consultation from Al Miles about the best way to set up our wi-fi. He is out of the office but offered to help when he returns the end of December so I will follow up with him on that.

- **Grants** – I continue to work on my grant due this month. Lauren submitted one grant and the other grant she tried to submit we may not be eligible for because it is for an arts-focused 501© 3 and Mary Hawley Society does not fit that. But, she asked them to reconsider so she will let us know what they say.
- **Transition to eFinance** – Lauren continues to get more proficient at e-Finance although there are still some outstanding practices that make it hard for her to see what is taking place and whether things have been duplicated because on the town side they can make journal entries and she is not aware of what changes they're making.
- **Custodian** – Have made no headway with hiring due to being extremely busy this month. Will focus on this after NewArts show.

Building Work Completed

- **Generator maintenance** - completed
- **Boiler repair** – the vents broke down causing us to not have heat.
- **Outside lampposts** on northeast side repaired. Had been out since September. The wiring had to be replaced from the building to the middle post due to corrosion.
- **Water pump/water heater** – during the infrastructure tour we noticed knocking sounds from the boiler water pump and water heater. Had it checked, but the

- **Water for boiler** – dirtier than usual this month. Have asked Scott to double the amount of water each morning when blowing the boiler.
- **Completed faucets for sinks in dressing rooms**
- **Repaired major clog** in slop sink.