



Edmond Town Hall Board of Managers

Regular Meeting Minutes

Tuesday, June 13, 2023 - 6:30 P. M.

Edmond Town Hall, Mary Hawley Room 45 Main Street, Newtown, CT

The minutes are subject to approval at the next meeting.

Ms Guman called the meeting to order at 6:31.

Present: Jen Guman, Betsy Paynter, Herb Rosenthal, Marie Smith and Margot Hall via Facetime

Public: Julie Brunelle, co chair of Friends of Edmond Town Hall and Laura Lee

Public Participation:

Ms Brunelle updated the Board on the dressing room updates the Friends are working on. The designer put together a look book which she shared with the committee and will be forwarding to the members. They will be starting the fundraising for the project. The designer suggested pieces and colors to match the age of the building.

Chair Report:

Ms Guman spoke of the appreciation for assistance given by Scott McKenville who has been making sure everything is being done as it should be and nothing is forgotten during this project.

Mr Hurley has also come through in so many ways with the parking lot project and getting the drive in set up. He has been so patient and thorough answering questions and looking for ways to save money on the project. Mr Hurley submitted an update report which is attached.

The Board is very grateful for the assistance of these two men that stepped up to cover the loss of Ms Torres.

Minutes:

Ms Smith moved to accept the minutes of of the May 8th, 2023 meeting with Ms Hall 2nd. – approved

Business Manger Report attached

Unfinished Business:

The piano on stage is kept tuned and causes problems due to taking up so much space. There is a tenant coming in November that wants to use it for the first time in years. The Board discussed selling the piano to accommodate tenants. They will stipulate pick up after December 1st.

Ms Paynter moved to begin the process of selling the grand piano with pick up after December 1st. Mr Rosenthal 2nd motion approved

New Business:

CIP – Ms Guman has not received anything as of yet. Some of the items on the CIP will be removed due to grants. This is a skip year so they will just be prioritizing remaining projects and planning for the 10th year.

Fall Concert Series – Colonial is a co-sponsor and all the information and ticket sales are on the website. Ms DiMartino is reaching out to previous sponsors. Advertising is being done through Facebook already.

Staff – An offer was accepted for the Operations Manager last week. HR is working on background and reference check. There was a discussion on start date. They will start 2 weeks after HR finishes their process.

Comments:

The board is very happy and excited with how things are moving forward and are looking forward to receiving the look book the designer has prepared.

Ms Hall moved to enter Executive Session for employee reviews and to include Chris Clark for his performance review only. Mr Rosenthal 2nd approved

Ms Guman moved to Executive Session at 7:13.

The Board reentered public session at 7:50.

Mr Clark had left Executive Session at 7:30.

Mr Rosenthal moved to adjust salaries for the 2023-24 year budget starting July 1, 2023 for four staff members as discussed in Executive Session in the total amount of \$3,525.39. Also, adjust the salaries for the Business Manager and Operation Manager position in the total amount of 7437.50. Ms Hall 2nd the motion - approved

Ms Paynter moved to adjourn the meeting with Mr Rosenthal 2nd.

Ms Guman adjourned the meeting at 7:52.

Respectfully submitted,

LeReine Frampton, clerk

Business Manager Report-June 13, 2023

Financial

As of 4/30/23 including grant monies, building revenue is 70% over budget and theater revenue is 89% greater than budget. Given the increased level of rentals and events it is not unexpected that expenditures will exceed budget. For the same period, expenses are approximately 4% greater than budget. YTD net income is \$185,195 as compared to the previous period of \$332,405. Backing out the federal and state grant monies received, from an operational standpoint, YTD net income of \$95,140 compares favorably to the budgeted net loss of 30,290 as well as the YTD previous period of \$36,164.

During May/June the theater is the venue for several dance recitals, and we do not show movies during that time. The net profit for the theater for the month of May was \$30,843. This revenue will be reflected in the May 2023 P&L statement. Numbers in the attached P&L are for the period ending 4/30/23.

I am starting to work on the year-end financial closing of the books. All Fiscal 2023 expenses need to be submitted by 6/30/23, as the new budget year begins on July 1.

Programming & Rentals

We have been seeking volunteers for the culinary and art camp and have secured 9 volunteers ages 15+ to help in the morning and/or afternoon sessions. Currently we are working on the planning and purchasing of art supplies.

We are about to finish with the dance recitals in the theater. Everything went well and some dance companies have already booked for next year. Indoor movies will resume the weekend of June 9th with an Ingersoll free weekend.

During the summer weekdays, a new theater time slot has been added in the evening from 6:30-10pm. It gives the older kids a fun weeknight party/gaming option in the theater.

Drive In

The organization of the drive-in from a technical and logistical standpoint has taken a lot of time but everything is finally ironed out. The 60x40' screen has been installed by DPW against the back of the building and the projector testing will occur on June 12th. The DPW has been a great partner with the planning of the drive in. We will be using their generator to power the projector and the concession stand. The outdoor movie schedule has been published and we will be showing movies from June 15th-August 27th (Th-Sun). Depending on the indoor rental events we may omit an occasional Saturday night from the outdoor movie schedule to ensure sufficient parking for the large events. We expect to have at least 50 parking spots for the drive-in. On nights that we don't have a lot going on in the building we can use the lower back lot. Staff training will take place on June 8th.

I am pleased to announce that Around Town Real Estate will be the Title sponsor for the 2023 drive-in. I'm thrilled to have them as a partner.

The Friends of ETH have created a GoFundMe fundraising campaign to purchase a drive in projector. Currently, we are renting a projector for the season, and we are hoping to raise \$25,000 to purchase a quality projector for future seasons.

Live Events

The Bennie & The Jets concert on May 13th was sold out and fabulous! It was a lot of fun and we saw quite a few familiar faces. This was the last show in the spring concert series.

Every season the music series improves on both an economic and performance basis. Over the past four seasons, the series has netted a profit steadily increasing from \$20k to the current net profit of \$35k per season. We continue to get smarter and more efficient with running the shows. The Friends of ETH also volunteer at the shows and allow us to save on our staffing expenses.

The fall music series line up has been published and we have 6 great artists/bands scheduled to perform between September – December. All the graphics/ticket platforms have been published and we are selling tickets. I have begun reaching out to our existing sponsors to continue their sponsorship and businesses have started committing.

Theater Buzz

Kat has purchased all the movies for the drive-in schedule and tickets are being sold for movies throughout the season. There have been some great graphics created and posted on social media. There has been significant buzz on social media regarding the ETH drive-in!

There are two Ingersoll movies scheduled, Guardians of the Galaxy Vol 3 and Super Mario Bros for July. Tickets are being reserved at an exponential rate. Between the two movies we have over 1,000 tickets reserved. On these weekends, concession sales are boosted.

We will have indoor movies throughout the summer even while we have the drive-in movie theater. The thought is that the movies will appeal to different genres and not compete. Kat will schedule the movies as the studios allow her to given availability.

Operations

The lower parking lot is progressing well, and it has been a pleasure working with DPW. The paving of the lot is finished and the cleaning of brush along the perimeter of the lot, mulching and curbing has made a tremendous difference. It looks fabulous. The next step will be the lining of the parking lot which is due to take place within the week or so. See Fred Hurley's report attached.

The CEN project continues to move forward with computer racks and equipment installed in the communications room. The electrician will be doing his work this week and preparing for the CEN people to install the fiberoptic cables.

6/8/23

Hello Lauren,

Here is our update for the Board.

1. All paving is 100% complete..
2. All storm water leak offs with rip rap stone 100% complete
3. All curbing is 100% complete.
4. Backfill of curbing and perimeter buffer 100% complete.
5. Top dressing around parking lot perimeter 98% complete. Area around dumpsters needs more attention.
6. Striping. Plan sent to vendor Safety Markings. Waiting for start date. We are hoping for start and finish by the end of June.. State bid pricing.
7. Removal of two (2) pines on the north end of the property impacting the electrical installation contracted (no cost) and removal pending..
8. 3 bid pricing of electrician completed. (Ken Burns low bidder)
9. Electrician reports that 2 of the 3 major components he needs are now available. Delivery date of the third major component. is still unknown.
10. Sustainable Energy Commission formally assigned \$10,000 to the electric vehicle portion of this project.
11. Application prepared for Eversource reimbursement for electric vehicle charging station (4 parking places). Reimbursement up to \$20,000 would apply to electricians cost.
12. Starting the process to secure the vendor for the enhanced pedestrian walkways. Will be a 3 bid process. We expect a vendor onboard and work started and completed in July.
13. The lighting lead-time is very long (can be 6 months) and I'm trying to be very mindful of your overall project budget. Accordingly, we did not order lights yet until we know exactly where the budget stands. We may only have budget to order some of the lights that we first indicated. We will have more definitive numbers within 3 weeks and then we will make our recommendation to the Board.

Hoping the good news outweighs the bad,

Respectfully submitted

Fred Hurley.