



Edmond Town Hall Board of Managers

Special Meeting Minutes

Monday, May 8, 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 6:35.

Present: Jen Guman, Betsy Paynter, Marie Smith and Margot Hall (over zoom)

Also Present: Lauren DiMartino

Public – none

Chair report – none

Ms Smith moved to accept the minutes of April 11, 2023 with Ms Hall seconding the motion. – approved

Manager's Report – attached

Review and discussion of attached report. Scott McConville, Technology Operations and Project Manager, of Whirl Group LLC has been wonderful coordinating all the vendors. He has stepped in since Sheila left and has volunteered many hours keeping the project running smoothly.

Unfinished Business:

Piano – to be on next month's agenda

Cameras – Ms Guman moved to use the vendor currently servicing the cameras at the Highway Department for the cameras to be installed at the Edmond Town Hall. Ms Paynter seconded the motion. – approved

Parking lot update – The parking lot is 60% done and should be finished by the end of the week. The walkway and lights will be on the June agenda.

Operation Manager position – will be addressed in Executive Session.

Ms Smith moved to enter executive session and include Ms DiMartino. Ms Hall seconded.

Ms Guman called the meeting to executive session including Ms DiMartino to discuss open position at 7:07

Minutes for return from executive session are attached.

Respectfully submitted,

LeReine Frampton, clerk

Edmond Town Hall Board of Managers

Jennifer Guman, Chair

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

Edmond Town Hall--Executive Session Minutes

Monday, May 08, 2023

Attendees: Jennifer Guman, Margot Hall, Marie Smith, Betsy Paynter

Also in attendance: Lauren DiMartino

Entered back into Public session: 7:28

Margot motioned to offer the suggested candidate the full time Operations Manager position as discussed in executive session.

Marie seconded the motion.

Unanimous vote by the Board.

Betsy made motion to adjourn the meeting.

Marie seconded the motion.

Unanimous vote by the Board to adjourn at 7:29.

Business Manager Report- May 9, 2023

Financial

As of 3/31/23 including grant monies, building revenue is 34% over budget and theater revenue is 66% greater than budget. Total expenditures are holding steady at approximately 94% of budget. YTD net income is \$117,120 as compared to the previous period of \$335,650. Backing out the federal and state grant monies received, from an operational standpoint, YTD net income of \$27,067 compares favorably to the budgeted net loss of 30,290.

In April, the concert grand piano in the theater was appraised by a local appraiser. The appraised value of the piano is \$38,000. He provided me with a full report outlining the details supporting the appraised amount. Additionally, he also gave me information on how to sell the piano.

Programming & Rentals

The week long summer culinary program is sold out! Thirty- three aspiring chefs are signed up for the 3 ½ hour program. There was consideration for a second session, but schedules would not allow it. Knowing there's a real desire for culinary classes will prompt me to schedule additional camps next summer. Additionally, I am working with Pam Buchler, chef, to create culinary programming throughout the year for adults and young adults. We have some great ideas!

We are heading into "recital" season when the theater will be bustling with dance schools and lots of foot traffic during the week for rehearsals and on the weekends for their productions. As such, we will not be showing any movies during this time. If we don't have a recital on any particular day, the theater is occupied with morning and afternoon theater parties.

Drive In

The first drive-in of 2023 is occurring on Friday May 5. We have been working with a high school student as she organizes her fundraiser. I have been working with Public Works to get the parking lot ready and they have provided tremendous support with prepping for the drive-in. We were able to have conduits placed exactly where we need them (while considering future events). Volunteers from the student's church helped during the test run and will be the main source of staffing on Friday evening.

Live Events

The comedy show in the Alexandria room on April 14th had a lighter attendance, 104 tickets purchased, than the two previous sold out shows. We think this is attributable to the show taking place on a Friday during the spring break week.

Our theater is producing another sold out show on May 13! Bennie & The Jets is bringing in more than 500 people to our theater. I think this is attributed to the positive energy generated from the sold out Almost Queen show and improved social media and advertising awareness. This is the last show in the Spring music series.

The Fall music series line up is set and we are completing some administrative items. The concerts are set up in Ticketleap and we are hoping to announce the series soon. I will begin reaching out to our

existing sponsors and a handful of new businesses that have expressed interest in becoming a sponsor. I've heard from people that see the concert series poster in the office and ask about sponsorships.

Theater Buzz

The Pinball movie generated an audience that enjoys something other than main stream box office films. The sponsor of the film, Pinballs.com, covered the \$150 studio cost.

A dance recital canceled their weekend for June 9-11 and Ingersoll released one of their July sponsored weekends to fill the June dates. Works out nicely since that's the Newtown public schools last day. Looking to get the Super Mario Bros movie.

Studios are back to their regular booking schedule (pre-covid schedule) which means Kat will have to wait about 2.5-3 months from the initial theater release until ETH can get certain films. Kat has to wait a little longer to even ask if it can be booked. Drive-in movies are easier to book because there is no second-run release for repertory films.

Operations

There has been an ongoing problem with the hot water heater serviced by McKenney Mechanical. The water heater, approx. 7 years old, has been inconsistently working over the past few weeks. The water heater is being clogged with remnants from the old pipes that attach to the water heater. The technicians have unclogged it and have recently ordered new parts as a last-ditch effort before replacing the unit. McKenney has been called in six times, and we will not be charged for all the visits.

The lower parking lot capital project is going well. Conduits have been installed, brush and trees cleaned up along the perimeter of the lot and paving is complete. An additional conduit with an entry cover has been installed to accommodate a center access point. This will help with the drive in theater and other events we may have in the lower lot.

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.