

Edmond Town Hall Board of Managers
Special Meeting
Tuesday, July 11, 2017
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, CT
Chairman Margot Hall called the meeting to order at 6:30pm

Present: Marie Smith, Jennifer Chaudhary, Anna Wiedemann, Jim Shpunt Jennifer Guman, Margot Hall (by phone)

Also Present: Operations Manager Sheila Torres, Theater Manager Tom Mahoney, Andy Clure, Attorney Fred Dorsey(6:55pm) and one member of the public

Public Participation - None

Report from Theater Manager – Mr. Mahoney gave members a copy of his report to be discussed later in the meeting.

Approval of Minutes – Jennifer Chaudhary moved to approve the minutes of the 6/13/17 regular meeting, 6/21/17 Employee Hand Book Sub Committee meeting and special meetings of 6/26/17, 6/29/17 and 6/30/17. Marie Smith seconded motion unanimously approved.

Report from Sub-Committees – Andy Clure provided a brief update on advertizing (Attachment A). He explained that it is hard to quantify the revenue because they are also advertising for upcoming events.

A copy of the Employee Handbook was distributed to board members. Jennifer Chaudhary reported that they are almost finished with the job descriptions and hope to present it to the board at the August meeting.

Correspondence – Sheila Torres reported that they have received a thank you note from the Bridge Club for their event that they held there.

Report from Chairman – Margot Hall praised the staff for their work at the presentation of the Strategic Plan. Ben, Cecily, Brianna and Bruce were all very helpful.

Report from Operations Manager – Sheila Torres presented her July 11, 2017 report (Attachment B)

Approval of Monthly Bills – Jennifer Chaudhary moved to approve the monthly bills for the theater at \$49,322.33 and building at \$16,910.88 for a total of \$66,233.23. Jim Shpunt seconded, motion unanimously approved.

NEW BUSINESS

Jennifer Chaudhary moved to enter executive session at 6:56pm for the purpose of discussion of a personnel matter that would also result in the disclosure of public records or the information contained therein described in section (b)(10) of section 1-210, privileged by the attorney-client relationship, and invite Attorney Fred

Dorsey to attend. Jim Shpunt seconded, motion unanimously approved. At that time, the clerk left the meeting. Executive Session ended at 7:09pm.

Jennifer Chaudhary moved to terminate the Board's employment of Glenn Hopper, effective July 12, 2017, and authorize Vice Chair Anna Wiedemann and Attorney Frederick L. Dorsey to provide written notice of the Board's decision to Mr. Hopper. Jim Shpunt seconded, motion unanimously approved.

Operations Manager Ms. Sheila Torres will notify employee, Mr. Glenn Hopper when he comes to work tomorrow 7/12 at 2:00 for his shift. A Newtown Police Officer will be with Sheila Torres when she gives Mr. Glenn Hopper the letter of termination and will escort him to his locker area to remove all his personal items. He will also be asked to remove the padlock on the file cabinet and empty the drawer. The letter states that anything Mr. Hopper has to return to the Edmond Town Hall be returned to Human Resource Director, Ms. Patrice Fahey at the Municipal Center.

Operations Manager Ms. Sheila Torres will hire a locksmith to change all the locks and will alert the staff that Mr. Hooper has been terminated.

Theater Managers Report (Continued) - Board members reviewed the notes given to them by Theater Manager Mr. Tom Mahoney. They would like a Sensory Friendly movie to be offered on a Saturday morning as soon as possible. Disney's Cars 3, as mentioned, would be great.

The BOM would like there to be 4 movies shown on weekends, year round. They expect 2 movies to be shown every Friday and Saturday night.

Operations Manager Ms. Sheila Torres would like us to try offering "free" movies, as is currently being done at other theatres. Trumbull offers free kid movies Tuesdays and Wednesday's at 10:00am. BOM thought this would be good to try for one month and will offer older movies so we are not in competition with Trumbull or other theatres who offer this. Operations Manager Ms. Sheila Torres will contact Ms. Jen Rodgers, who seems eager to help.

Comments from Board Members - Ms. Jen Chaudhary reported that a comment was made on the internet, by a gentleman who rented the kitchen who stated he been approached by a Borough member who told him he could no longer use the ETH kitchen because he was not a 501C3. We need to follow up and be measured by our Strategic Plan to be successful. They need to make sure the Borough does not go to our clients/tenants. The BOM needs to be taken seriously by the Borough P&Z.

Mr. Jim Shpunt asked how the presentation of the Strategic Plan went. They all hoped for a better turnout but felt that overall, it was successful. Ms. Jane Didona did a great job.

Having no further business, the meeting was adjourned at 7:58pm.

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

Edmond Town Hall Theater Screen Advertising Update 7/11/17

Since Jan 2017 we have had 16 paying advertisers to Edmond Town Hall. Nine of these are new clients with five for video ads. Two returning clients converted from slide to video ads. In addition to the 16 paying customers we have 11 other advertisements. Two have multi year agreements with ETH and three have been for events held in the theater.

We have gone through some growing pains the new advertising software carousel. Just recently a new firmware was installed that we are testing that should make the system more stable. Carousel includes many very powerful tools that we hope to be able to start using. One for example will provide viewership numbers for advertisers.

We continue to produce next weeks movie preview. It is very time consuming and to produce and have to been turned in around in 48hrs or less. This is just one of the new efforts to help advertise Edmond Town Hall Theater. Let me know if you have not seen one yet and I will get you a sample.

We are all up to date on all outstanding bills to be paid from clients with four going out this past week. I would like to create a new advertising brochure that will answer a lot of the questions new perspective clients ask. It will also explain the new ad specs we require.

In the future I plan to provide a written update quarterly on our theater screen efforts. If you would like anything included in these updates please let me know.

ETH MANAGER'S REPORT – July 11, 2017 – Sheila Torres

Highlights

- High school intern Evelyn Schwartley and college student Ryan Rogers started working here on 7/5 and 7/6 respectively. I did not hear from Mary Eaton, the Florida resident who had approached me about volunteering here. Their hours are: Monday – Thursday 9:00 am – 2:30 pm and 9:30 am to 3 pm. Ryan has been working with Tom to learn to be a projectionist and also to document the procedures. He has also been researching all our movie posters to see what we can possibly get for some of them.
- Evelyn has started to complete the work of reaching out to all balcony chair adopters. Our goal is to complete the communication and get the plaques installed this summer.
- I have completed the application for the Newtown Arts Fest. I would like to confirm that the Board would like to participate this year.
- Waiting to hear from Bob Mitchell on current CIP. Bob Tait said there would be a little delay this year due to budget questions at the state level.

In Progress

- Need to establish a date when the Board can meet with the staff to review the strategic plan.
- Nicole Deida from iWeiss came on Tuesday 6/20 to conduct a safety inspection for the theater. I expect to receive the inspection report later this week and will share with the Board as soon as I receive it.
- Obtained quote for the electrical work required to put in the electric hand dryers. However, I need to go back to the vendors of the equipment to see whether we can possibly get these dryers to work well with raceway.
- Working with Joe Collins to organize and clean out the ground floor Maintenance Room so that it can be used for tool storage and tool work.
- We need a special tool to install the plaques on the balcony chairs. I may be purchasing it from the tool store so that Joe Collins can start putting up the plaques as soon as we can.

Work Completed - Maintenance/Repairs/Ongoing

- Obtained paint quote for studio. Working on getting another. Will work on carpeting quotes next week.
- The new black folding chairs arrived and they are in the racks in the gym.