

Edmond Town Hall Board of Managers

Special Meeting

Monday, March 20, 2017

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown, CT

Chairman Margot Hall called the meeting to order at 6:30pm

Present: Margot Hall, Marie Smith, Jennifer Chaudhary, Mary Fellows, Jim Shpunt, Anna Wiedemann(7:07pm)

Also Present: Sheila Torres, Tom Mahoney, Neil Chaudhary, and 7 members of the public

Community Survey and Telethon – Neil Chaudhary is helping the board compile questions for their on-line survey. He explained that this is also a good opportunity to use the survey as an educational tool. They are questions but the purpose is to educate the public. He will also do the data analysis when the survey period is complete. Mary Fellows motioned to move forward with Neil Chaudhary's survey with a launch date of April 15, 2017. Anna Wiedemann seconded, motion unanimously approved.

Public Participation – Dana Roth, Susan Young of the Avielle Foundation and Stephanie Cinque of the Resilience center are requesting the use the theater for a showing of Screenager. It is about youth technology, social media and the impact it is having on students and brain health. Last year they showed Inside Out and that was a huge success. They can get sponsors to cover the licensing fee and open it up to the public for free. They are looking for the rental of the theater to be donated and would like to do this between April 17 and May 31.

Tyler Grill and Dave Rosenthal discussed their company, Good Works Entertainment and how they can help Edmond Town Hall. They can offer a 360 degree service for marketing, donations, promoting etc. An important part of improving the facility is the rental stream. Tyler Grill articulated that as a promoter, the theater has reached a point where it is attractive to a broad promotor base. It is now about more frequency. He suggested that ETH needs to start with the programming and build a consistent diverse calendar of events. Ultimately, Good Works looks at it in a lot larger scale than just a show or two. They can be helpful creating an attractive package for promoters to use the building. From there they can start to establish a membership or VIP platform. The fee structure created from securing rental or sponsorship is a percentage or per ticket rate. If you wanted them on larger scale, they would create a consulting fee based about their needs.

Report from Theater Coordinator – Disney's Moana did exceptionally well. Fantastic Beast also did well. The Cultural Arts did Moon Struck. They are starting The Girl on the Train tonight for 4 nights. Fences starts this coming Friday. Spring break is coming up, Sing will be one of the films but not sure about the other. There are a lot of big films are coming.

Approval of the Minutes – Jim Shpunt moved to approve the minutes of the 2/14/17 regular meeting, Anna Wiedemann seconded, motion unanimously approved.

Jennifer Chaudhary moved to approve the minutes from the 2/17/17 special meeting, Anna Wiedemann seconded, motion unanimously approved.

Anna Wiedemann moved to approve the minutes from the 3/9/17 Organizational Structure Review meeting. Jennifer Chaudhary seconded, motion unanimously approved.

Report from Sub-Committees – Jennifer Chaudhary reported that the organization restructuring is ongoing. It is getting bigger than originally discussed but from the original charge, they have made a lot of progress. They have another meeting on March 30th.

Correspondence – None

Report from Chairman – Margot Hall reported that they went to a Borough meeting on March 8 regarding the amending the zoning regulations concerning ETH. Nothing was determined, they are still at the talking session. She also received questions from the Legislative Count asking for clarifying regarding their budget.

Report from Operations Manager – Sheila Torres presented her report (Attachment A).

Approval of monthly bills – Anna Wiedemann moved to approve \$ 32,454.84 for the building invoices and \$16,215.95 for the theater for a total of \$ 48,670.70. Jennifer Chaudhary seconded, motion unanimously approved.

NEW BUSINESS

Annual Leases for current tenants – The attorney has finalized the leases and they are the same as last year with incremental increased based on CPI.

501(c)(3) Rental Rate – Sheila Torres explained that when they revised their rates for the new fiscal year but they did not include rates for a 501(c)(3) for theater rental. Jennifer Chaudhary moved a 10% discount for theater rental for a 501(c)(3) organization. Anna Wiedemann seconded, motion unanimously approved.

Consolidation of Bank Accounts – Sheila Torres explained that they are looking to consolidate accounts so that there are three. One for bills, one for designated and one for undesignated. Jennifer Chaudhary moved to consolidate the bank accounts to operational, designated and undesignated. Marie Smith seconded, motion unanimously approved.

Update of ETH banking Accounts – Anna Wiedemann moved that the Board approves of an update of its banking procedures with the Newtown Savings Bank reflecting the Board membership as of February 14, 2017; and that as of February 14, 2017 the following are members of the Edmond Town Hall Board of Managers: Margot S. Hall, Anna Wiedemann, Marie D. Smith, James Shpunt, Sr., Mary E. Fellows and Jennifer Chaudhary. Jennifer Chaudhary seconded, motion unanimously approved.

Quote for microphones – Sheila Torres received a quote for better quality, technology and easy to keep charged microphones. Along with the quote is a donation from the company for \$2,000. The funding will come from the restoration fund. Anna Wiedemann moved to pay \$2742 for microphones to be paid for from the restoration fund. Jim Shpunt seconded, motion unanimously approved.

Charter Phone update – There is concern that the panic buttons will not work if the power is out. Charter explained that there is an 8 hour battery backup and they have many clients with panic buttons. Sheila Torres is waiting to hear back from the Fire Marshal's office to get their opinion.

80s Concert – A producer wants to offer a 80s Concert to the Newtown community first and if there are tickets left then it will go to the general public. The tickets will be \$10 per adults and \$5 for children and all the money will go to Edmond Town Hall restoration. This is scheduled for May 19. There is an earlier show that is geared to the younger and the later will be for older and there will be wine and beer. Jennifer Chaudhary moved to have the 80s concert on May 19, 2017 for 2 shows. Marie Smith seconded, motion unanimously approved.

Liquor Licensing – Margot Hall signed the temporary liquor license

Vendini Training – Sheila Torres will be attending training in August.

Comments from Board Members - None

EXECUTIVE SESSION PERSONNEL MATTER – Jim Shpunt moved to go into executive session at 8:53pm to finalize the Operations Manager's performance review and invited Sheila Torres, Operations Manager in. Mary Fellows seconded, motion unanimously approved. At that time the clerk left the meeting. Executive session ended at 9:15pm with no action taken

Having no further business meeting was adjourned at 9:20pm

Respectfully submitted,
Arlene Miles, Clerk

ETH MANAGER'S REPORT – March 20, 2017 – Sheila Torres

Highlights

- Very busy and successful events during the past month: Mom's Night Out, Comedy Night, and recently the Free Movie. We are packing the space in the evenings for these events and maintenance needs are increasing during these our busiest periods.
- Met with A. Wiedemann and Jennifer Chaudhary to review organization needs, structure. Will meet again with Anna, Jim and Jennifer March 28.
- Working on house rules for the Board to review. They're based on booklet from New Hampshire.
- I was unable to take my remaining 7 vacation days for 2016. Would like to take it in two and three day stints rather than all at once because I have already scheduled my two weeks for 2017. They are: **May 5 – May 12**. Return to work May 15. Second week is **July 27 to August 3**. Return to work Fri Aug 4. During that week, I will spend two days in training at Vendini Camp.

Consideration/Decisions

- Quotes from DNR for **microphones for the theater** are attached. These are new technology, high quality and self-charging.
- Phone lines for Charter in progress, but I'm waiting for
- Need to agree on approach for the May 19 show. Offering up the seats to the town first and then to others, if we do not fill the house.

In Progress

- We have not yet completed the attic fan work. Will continue to work on that during this coming month.
- Will begin to obtain quotes for the painting of the gymnasium walls above the glazed brick. This work must be done by an outside firm due to the height of the walls.
- Work on painting the gymnasium bath hallway trim continues.

Work Completed - Maintenance/Repairs/Ongoing

- Panic buttons are being installed in the concession stand and in my office to help staff get help in the event of an unsafe situation.
- Joe and Glenn touched up and repaired Alexandria Room paint, ceiling and trim.