

**Edmond Town Hall Board of Managers
Theater Staffing Sub-Committee
Meeting July 26, 2019 – 4:00 PM
Edmond Town Hall – Mary Hawley Room
45 Main Street, Newtown, CT 06470**

Minutes

Meeting called to order by Herb Rosenthal at 4:00 PM

Present: Jennifer Chaudhary, Herb Rosenthal, Marie Smith

Others present: Operations Manager, Sheila Torres

Public: None

1. Executive session: – None
2. Discussion and possible action on a recommendation to the Board of Managers for theater staffing: - Jennifer Chaudhary moved the following motion, Seconded by Marie Smith: Recommendation to the Board of Managers that the following re-organization take place with a time line to be established for all changes to be fully implemented no later than January 1, 2020 as follows:
 - Theater Manager – begin with an Event Planner/Coordinator who will plan, market and book events and be paid on a commission basis (this position will perhaps grow into a part time or full time Theater Manager).
 - Senior Projectionist (consultation with Town Labor Attorney required)
 - House technician – To be hired right away on a per diem basis (Sheila to develop a rate of pay)
 - Bartender – To be hired right away on a per diem basis (Sheila to develop a rate of pay)
 - A written process will be created for scheduling ticketing and concessions staffing
 - Office Manager (change to the Book Keeper position) - Temporarily, until a Theater Manager is hired, pick up the duties of the Theater Manager Job Description other than planning, marketing and booking events (Sheila will also help out as needed), as well as other duties as assigned by Sheila. Hours will be increased from 20 to 30.Motion was unanimously approved.
3. Adjournment: - Jennifer Chaudhary moved to adjourn and Marie Smith seconded - all were in favor at 5:20 PM

Respectfully submitted,
Herb Rosenthal