

Edmond Board of Town Hall Managers
Regular Meeting
Tuesday, July 8, 2014, 6:30 P.M
Mary Hawley Room, Edmond Town Hall
45 Main St., Newtown, CT

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE EDMOND TOWN HALL BOARD OF MANAGERS.

Present: James Juliano, Margot Hall, Andrew Clure, Karen Pierce, Marie Smith, Mary Fellows (7:00). Also present: Operations Manager Sheila Torres, Theater Coordinator Tom Mahoney.

Chairman Juliano called the meeting to order at 6:30 p.m.

Public Participation. None noted.

Approval of Minutes. Upon motion of Ms. Pierce, the minutes of June 10, 2014 were unanimously approved as presented.

Correspondence. None noted.

Report by Theater Coordinator (Attachment A). Mr. Mahoney noted that the summer is off to a slow start.

- He feels that the prices of the concession are too high and noted that people are not buying as much. Ms. Pierce noted that there are more and more summer camps for children. She suggested that camps may be contacted as they may want to bring their children to see some films. Ms. Smith noted that buses for transporting the children from the camps may be an issue.
- Battery backup has been installed.
- Sabrina Post has shows scheduled for 7/24, 25 and 26. She would like the screen moved. Movies cannot be shown on those days but the concession will be open. "Godzilla" will be shown on 7/23. Movies will resume on the following Monday.

Report by Chairman.

- Mr. Juliano received a quote from the clock people for \$21,820. This is the low bid. Another bid is coming in.
- One quote for insulation for upstairs received for \$5,800; two more forthcoming.
- The rooftop air conditioning unit malfunctioned and had to be reset. McKenney Mechanical looked at the unit and suggested calling Trane.

Report by Operations Manager (Attachment B). Ms. Torres noted that

- Mr. Pierce (intern) was very helpful this summer.
- Promotion items were sold and were not noted as such because the staff was not aware that there is a button for promotion items.
- Work schedule needs to be clarified.
- Quote of \$1,600 for AC unit from Trane.

- The Board commended Ms. Torres for arranging Sam's going away celebration.

At this time Ms. Fellows joined the meeting.

Approval of monthly bills.

- Mr. Clure questioned DNR invoices for battery backup and touch screen. Touch screen was to be installed gratis. The invoice for battery backup is higher than Mr. Gamsjager quoted to the Board. Ms. Pierce will review the contracts for Phase I and II and she will review the minutes and report back to the Board.
- Mr. Clure asked if the DNR contract is being paid monthly or all up front. The Board said it is all up front.
- Ms. Pierce moved to approve building and theater bills totaling \$42,921.99 with a hold on the DNR Laboratories invoice pending review of the contract concerning labor and parts. Second by Ms. Fellows and unanimously carried.

OLD BUSINESS

Advertising contract. Ms. Hall distributed the draft contract.

- Advertising before performances needs to be clarified as some live performers may want to do their own advertising.
- Amount of time to show ads needs to be limited.
- Fee schedule needs to be established.
- Attorney Koratash will finalize the document.

Update re advertising rates

- Ms. Torres submitted ads for the theater, gym.
- Mr. Clure distributed the draft rate schedule.
- Ms. Fellows will take new pictures of the building.
- "75 Year" movie ads are paid for by sponsors.
- Charge \$25 fee if ad is changed during the contract period.
- Submission of ads 1st and 3rd Wednesday each month to integrate the ads into the advertising reel.
- Mr. Clure moved the rate schedule of \$200 per month, \$400 for two months, \$550 for three months, \$1,000 for six months. Second by Ms. Pierce and unanimously carried.

Rental Packet.

- Penalty for last minute cancellations needs to be included.
- Language for responsibility and liability for damage to screen during live performances.
- Packet will be reviewed by Attorney Koratash.
- Each room will have a separate set of guidelines.

Guidelines of responsibility re. Operation of website. Ms. Pierce will discuss in Executive Session.

Guidelines of responsibility re. CIP. Ms. Hall was advised by Financial Director Bob Tait:

- Eliminate the windows as they are being paid for.
- Resubmit the list with estimates of costs.

NEW BUSINESS

- Ms. Fellows noted that slats are in and need to be placed in the gym windows.

Comments from members. None noted.

EXECUTIVE SESSION. Upon motion of Ms. Smith, executive session was entered at 8:00 p.m. for discussion regarding staffing, renter/tenant matters. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Edmond Town Hall Board of Managers

July 8, 2014

ETH Executive Session

MINUTES

PRESENT: James Juliano, Karen Pierce, Mary Fellows, Marie Smith (left meeting at 9:05 P.M.), Andy Clure, Sheila Torres, Operations Manager, Margot Hall

Motion made by Karen Pierce and seconded by Mary Fellows to go out of Executive Session. Motion unanimously passed at 10:05 P.M.

Margot S. Hall

Vice Chairman

ATT. A (MONTHLY MOVIE REPORT)

ATT. B (MANAGERS REPORT)

A

Edmond Town Hall
 Monthly Movie Report
 June 30, 2014

| Dates | Film | # Tickets Sold | Total | Terms | Film Company Payment | Balance | Concession Sales For Week | Weekly Personnel Cost |
|---------------|------------------------------|----------------|--------------------|-------|----------------------|-------------------|---------------------------|-----------------------|
| 06/02 - 06/05 | "Still Mine" (PG-13) | 226 | \$452.00 | 35% | \$158.20 | \$293.80 | \$303.25 | \$484.00 |
| 06/07 - 06/12 | "Mr. Peabody & Sherman" (PG) | 732 | 1,464.00 | 50% | 732.00 | 732.00 | 1,828.00 | 1,184.00 |
| 06/13 - 06/19 | "Noah" (PG-13) | 1,127 | 2,254.00 | 35% | 788.90 | 1,465.10 | 2,278.05 | 1,217.00 |
| 06/20 - 06/26 | "Divergent" ((PG-13) | 2,080 | 4,160.00 | 35% | 1,456.00 | 2,704.00 | 5,667.00 | 1,702.00 |
| 06/27 - 07/03 | "Heaven Is for Real" (PG) | 1,811 | 3,622.00 | 35% | 1,267.70 | 2,354.30 | 4,370.25 | 1,534.00 |
| | TOTAL | 5,976 | \$11,952.00 | | \$4,402.80 | \$7,549.20 | \$14,446.55 | \$6,121.00 |

MANAGER'S REPORT – JULY 2014

KEY ITEMS:

1. Continued challenges with new inventory processes. Adhering to the new process is difficult, partly because there are so many buttons (items). Also, need to inform other staffers about the process for recording inventory they consume. There needs to be time devoted (at least 40 minutes daily, initially) to manage the inventory in the system.
2. Very important that staff work with Doug every day this month to learn the daily, weekly and monthly inventory processes as well the advertising. Sheila Torres will also need to work with to act as back-up. Doug is willing to provide one-on-one training during this month and I would like to have staff take advantage of it.
3. Issue with promotion items. They were sold on Sunday but there was no button in the system to account for them. This led to some problems. Need to know in advance when changes like this are made so that the system can be updated.
4. Change of Schedule – No Matinees on Thursdays.
5. Need clarity on work hours of some staffers in order to develop bi-weekly schedule.

MAINTENANCE ITEMS:

1. Alexandria Room floor needs prompt attention. The cracks between the floorboards are getting worse. July is quiet. Believe we should get it done while we can.
2. One paint quote has come in for remodeled windows. However, included only the bottom floor. Will go back and seek a quote for all the windows. Will also get two others.
3. Landscaping for front beds, in process will be completed tomorrow.
4. Second quote received for clock tower.
5. TRANE has been contacted to perform analysis on the rooftop unit to determine cause of AC shutdown issues in the theater. Quote has come in for around \$1600. May ask them for a quote on the Alexandria Room AC?