

Edmond Town Hall Board of Managers
Regular Meeting
Tuesday December 9, 2014 6:30pm
Mary Hawley Room, Edmond Town Hall
45 Main Street Newtown CT. 06470

Present: Margot Hall, Karen Pierce, Sheila Torres, Andrew Clure, Marie Smith, James Juliano, Tom Mahoney

Absent: Mary Fellows

Public: None

1. Public Participation:

None

2. Report by Theatre Coordinator

Mr. Mahoney addressed the board regarding the faulty part with the projector and it thus affected the matinee showing of Guardians of the Galaxy.

Mr. Mahoney stated the problem resulted in giving a refund to all present patrons. Mr. Mahoney went on to explain another problem arose with the stage curtain with the wire unraveling from the drum. It can currently be used manually until it gets fixed.

In other updates, Mr. Mahoney stated the Madagascar showing went to 3 total showings due to its popularity. This movie brought in \$3584.00 in concessions.

3. Approval of Minutes of November 12, 2014

Ms. Pierce noted a few changes where there had been spelling errors to her name (should be Pierce) and where she was noted as Karen when it should have been Ms. Pierce.

Ms. Hall moved to accept the minutes as amended. Ms. Pierce seconded motion. All were in favor.

4. Correspondence

None

5. Report by Chairman

Mr. Juliano stated that he will be having an asbestos remediation company give an estimate on asbestos removal.

6. Report by Operations Manager

Ms. Torres gave the board members a handout of her updates outlined (Attachment A).

The board reviewed and discussed items on the report. Specifically, proceeding with the credit card capability being considered for Edmond Town Hall and choosing a company to move forward with.

Regarding the defibrillator, the board discussed if there was any state mandate in place requiring the Town Hall to have such equipment available. There is no such mandate.

Ms. Pierce suggested removing the defibrillator due to the close proximity to first responders (the Police Department, Fire Department and Ambulance).

Ms. Hall was in agreement to remove the defibrillator however, for liability reasons.

The equipment will be removed for the time being or until further notice.

Mr. Clure commented on the nice write up on the front page of the Newtown Bee regarding the Edmond Town Hall. The exposure is good and it was nicely done.

7. Approval of Monthly Bills

Ms. Smith addressed the board regarding the monthly bills for the Edmond Town Hall to be approved for payment.

Ms. Hall moved to accept the bills as submitted. Mr. Clure seconded motion. All were in favor.

Edmond Town Hall bills for building \$48,713.77

Edmond Town Hall bills for Theatre \$11,217.23

8. Old Business

a. Decision on Accrual basis vs. Cash basis for Accounting procedure

The board discussed the pros and cons regarding the different accounting practices.

Per a call made to Azra, she suggested that the accrual accounting basis be adopted by the Edmond Town Hall.

After further discussion, the board decided to wait to make a final decision on this item.

b. Digital Event Broadcasting at Edmond Town Hall Theater

Mr. Clure addressed board regarding the Digital Event Broadcasting detailing that he met with Jeff Connolly of Charter. He indicated they had a good meeting, walked through the building to look at what can be done.

Mr. Clure stated that the current Charter Internet costs \$125.00 monthly with a more than capable internet speed.

Mr. Connolly proposed the next level down of internet speed (which will still be more than enough) for \$70.00 month.

This new package or bundle through Charter would also include TV for \$82.99 per month for a total of \$152.99. If the Edmond Town Hall were to sign up with this new bundle before the end of the year they would receive a promotional \$300.00 gift card. Which Mr. Clure pointed out could potentially be used by Ms. Torres for purchases for the Town Hall or Theatre.

Mr. Clure went on to say that they would be under no contractual obligation but in pursuing the digital broadcasting events the Edmond Town Hall would be offering something very unique. He stated he would be more than happy to volunteer his own time to get the project up and running.

Ms. Pierce questioned what the benefit might be to people living in the area who already subscribe to Charter services from their own home thus having the comforts of their own home for viewing televised broadcasts and what would the suggested cost be.

Mr. Clure suggested that the board may decide to make it of no cost except for that of concessions.

Ms. Hall was in agreement that this would be a “new venture” and an opportunity to reach a different viewing audience.

Mr. Clure moved to add the additional TV and Internet for a total of \$152.99 on a monthly basis. Ms. Hall seconded motion.

In favor, Ms. Hall, Mr. Juliano, Ms. Smith, Ms. Torres

Opposed, Ms. Pierce due to lack of hard copy contract to review.

c. Google “Virtual Tour of Town Hall”

No action or discussion.

This item will be removed from the Agenda moving forward until further notice.

d. Review and Approval of 2015/2016 proposed budget

The board discussed and reviewed the proposed budget, specifically the C.I.P. and funds expected for 2015/2016.

The board stated that, moving forward, they are being careful to request the appropriate funds in anticipation of future budgets.

Ms. Hall requested some direction from the board regarding the proposed budget thus far, in terms of any corrections or additions needed.

The board agreed that the new TV and Internet bundle should be added into like item #46 and also line #69 regarding the defibrillator, will be removed (per prior discussion).

9. New Business

a. Credit Card Implementation for Theatre/Box Office/Concession

As discussed in Managers Report the board discussed further on what credit card transactions would be for (i.e. tickets and/ or concessions) and should there be a minimum credit card transaction requirement (due to fees per each transaction).

Ms. Pierce suggested that credit card transactions be limited to concessions for a 1 year trial with a minimum of \$10.00 transaction amount.

Upon further discussion and agreement, Ms. Pierce moved to set Mercury Payment as credit card processor for 1 year with a minimum of \$10.00 purchases. Ms. Hall seconded motion. All were in favor.

Website Logo

Ms. Torres addressed the board regarding the need to obtain an updated version of the historical Edmond Town Hall logo. She will work on getting the current historical logo updated by an artist's rendering (while keeping it recognizable and as true as possible to its historic value).

b. Development and approval of web site outline

Ms. Torres updated the board on the proposed 5 page website complete with a calendar of events, links to frequent patrons of the Edmond Town Hall, news updates, movies posted and a link to simplify donations.

The board was collectively pleased with the outline of the website up to this point.

c. IT Support – Silvermine contract

Ms. Hall moved to add this item to the agenda for further discussion and possible action. Ms. Pierce seconded motion. All were in favor.

Ms. Torres stated that as the current contract reads is that it expires every six months and it becomes disruptive to continually renew/approve. The support and service the IT professional has given has been very helpful within the town hall when needed and in setting up equipment (computers and printers).

Ms. Hall moved to approve increasing the IT contract to extend for 1 year.

Ms. Pierce seconded. All were in favor.

In other discussion, Ms. Torres requested permission from the board to hang a beautiful banner (banner of hope) just for the day on Sunday December 14th.

The banner was donated by Amherst College in Massachusetts in wake of the events that took place at Sandy Hook Elementary School.

10. Comments

Mr. Juliano commented on the problem experienced with the hot water in the kitchen seemed to be due to operator error. The settings on the hot water heater need to be left alone as they are set by state regulation to avoid injury.

Upon further discussion, Ms. Torres stated that she will create new, more permanent signage with directions on how to properly use the kitchen equipment.

Ms. Pierce added that the post-rental or post-event punch list must be completed to ensure all equipment is left in proper working order.

Ms. Smith commented on and expressed her thanks for the lovely job Ms. Torres did with all the holiday decorations in and around the Edmond Town Hall.

Ms. Pierce moved to adjourn the regular meeting of the Board of Managers at 8:35pm and proceed in to Executive Session. Ms. Hall seconded motion. All were in favor.

Respectfully submitted,
Cayenne Spremullo, Clerk

MANAGER'S REPORT – Dec 9, 2014

General Notes

- Excellent month so far. Very successful Gone with the Wind event. Letter to editor will appear in the Bee.
- Successful NYFS Fair – ran out of programs, rented entire building, many compliments from theater users. Like versatility and extra real estate on stage and happy about clean-up behind stage.
- Undergoing testing of electrical system from Nov. 11 – Dec. 9 with the Fluke meter that was rented. This will help us determine where the voltage variations affecting the theater AC are coming from.
- Staff training completed: Defibrillator and CPR Certification 2 years
- Hartford Steam Boiler report received.
- Balcony lighting work on schedule for Dec 22 and Dec 23. May have to cancel matinee, hoping we can work around it.

Decisions Needed

- Is E Club subject to same regulations with regards to the screen?
- Need to have all users, including E. Club, Lathrop and others sign the theater regulations sheet. Also, sign the checklist each time at the start and end of each performance.
- Would like to proceed with bringing credit card capability to theater. Have changed to Square for rentals.
- Mercury Payment integrates with Sensible Cinema and has given us a quote

Maintenance/Repairs/Other

- Working on emptying ambulance room. Would like to use it as additional meeting room.
- Received \$4200 estimate for roof repair, have included in budget.
- Have outlined web site needs for review and approval by Board
- Kat Art would provide a couple of hours of training for me so that I can upload news as needed.
- Kat Art confirmed that they could put our calendar on our web site.
- Panic Button Proposal
- IT Support Contract
- Review/Provide Input Web Site Outline
- Need for Logo
- Credit Card Implementation for Theater/Box Office

Edmond Town Hall Board of Managers
Minutes, Executive Session
December 9, 2014

Motion made by Margot Hall and seconded by Karen Pierce to go into Executive Session. Motion unanimously passed at 8:40 P.M.

Present: James Juliano, Marie Smith Karen Pierce, Margot Hall and Sheila Torres, Operation Manager. Ms. Torres exited the meeting at 9:10 P.M.

Absent: Mary Fellows and Andrew Clure

Motion made by Marie Smith and seconded by Karen Pierce to go out of Executive Session. Motion passed at 9:30 P.M.

Motion made by Karen Pierce and seconded by Marie Smith to enter into a contract with KATART Graphics for design and building of the website for Edmond Town Hall including hosting of domain and monthly upgrades at a cost of \$5,664.48 (as per proposal). Payment in 6 equal monthly installments. Motion unanimously passed.

Motion made by Karen Pierce and seconded by Marie Smith to complete the transfer of domains from the Mary Hawley Society to Edmond Town Hall Board of Managers and to approve payment to Trish Dardine for registration renewal expenses for this year for:

emondtownhalltheater.org	\$18.17
emondtownhalltheater.com	24.84
emondtownhall.net	11.95
Total	\$54.96

Also approved is the requested amount of \$500.00 for creation of the Logo. Motion unanimously approved.

Motion made by Marie Smith and seconded by Margot Hall that the Board recognize Board of Manager's staff during this holiday season. Motion unanimously passed.

Motion made by Karen Pierce and seconded by Margot Hall to adjourn this meeting. Motion unanimously passed at 9:39 P.M.

Margot S. Hall