

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday January 13, 2015 6:30pm

Mary Hawley Room, Edmond Town Hall

45 Main Street Newtown CT. 06470

Members Present – Margot Hall, James Juliano, Mary Fellows, Andrew Clure, Marie Smith

Also Present – Azra, Tom Mahoney, Theatre Manager & Sheila Torres, Operations Manager

Public Present – Elvia Burke

1. Public Participation

Elvia Burke, a Town resident addressed the Board regarding the possibility of using the Town Hall and Theatre for a fundraiser to be held the early part of February.

The Fundraiser is a Movie Night showing the original version of Charlie & the Chocolate Factory with Gene Wilder. Tickets would be \$2.00.

The Town Hall would be able to sell concessions during the movie. The event would begin at 6pm with the movie to begin at 6:30pm. This would allow the regular second movie showing at 9pm to still go on.

The Board thanked Ms. Burke for coming to the meeting to discuss the event. The Board will discuss the ideas further and get back to Ms. Burke.

Azra came to the meeting as requested to discuss with the Board in greater detail the differences, pros and cons between the two different accounting methods (Cash vs. Accrual). Azra stated the current method the Board of Managers uses is the Cash basis which recognizes cash when received versus the accrual basis which recognizes cash when incurred. The accrual basis would be the suggested method according to Azra because it accounts for better analysis.

Azra presented the Board with a “test company” she created in Quickbooks in order to display to the Board which method would suit them best.

Ms. Hall moved to adopt the Accrual method of accounting. Ms. Fellows seconded motion. All were in favor.

2. Action to fill the seat on the Board of Town Hall Managers vacated by the resignation of Karen Pierce.

Ms. Hall moved to discuss this agenda item in executive session.

The Board moved into Executive Session at 7:03pm.

The Board returned from Executive Session at 7:18pm. There was no action taken during this executive session.

Ms. Hall moved that the Board consider the nomination of Anna Wiedemann to fill the position vacated by Karen Pierce. Ms. Smith seconded motion. All were in favor.

Ms. Fellows moved to close the nomination and accept Anna Wiedemann as a Board of Managers member.

Ms. Hall swore Ms. Wiedemann in to the position.

3. Report by Theater Coordinator – Tom Mahoney

Mr. Mahoney stated that the "Quiet Life" (play) did not have a good turnout, while the showing of the Holiday movie National Lampoons Christmas Vacation had a very good turn out as it usually does. Showings that also did well were, Alexander the Terrible and Maze Runner which brought in \$16,000.

For this coming long weekend, the theater will be showing the Disney movie, Big Hero.

Later in the month Sabrina's Encore Productions will return January 28 through February 1.

Mr. Mahoney also stated that the Film fest was not a very good turnout. The Board discussed possible reasons why this event may not have done well. The Board considered trying the Film fest again during the week versus a weekend.

Ms. Wiedemann suggested that the Film fest be advertised in the Senior Newsletter to try and generate interest especially if the Film fest would be featuring films from the 40's.

4. Approval of Minutes of the regular meeting of December 9, 2014.

Ms. Hall indicated there should be a change to the minutes on page 3, where the minutes stated "... motion made by Mr. Clure to add TV" ... the following members were listed as in favor – Ms. Hall, Mr. Juliano, Ms. Torres, Ms. Smith and Mr. Clure. However, the members in favor should read as follows; Ms. Hall, Ms. Smith, Mr. Clure.

Ms. Torres is not a voting member of the Board, M. Juliano did not vote.

Ms. Hall moved to approve the minutes of the regular meeting of December 9, 2014 as amended. All were in favor.

5. Correspondence

Ms. Torres stated that the Town Hall had received a Thank you card from the Ambulance Corps.

6. Report by Chairman – James Juliano

Mr. Juliano stated the he recently got an estimate from Associated, out of Springfield MA. For asbestos removal and the demo and debris removal of the boilers.

Mr. Juliano stated there is the potential to save \$100K on this project if broken up into multiple parts.

Mr. Juliano stated that he would be the project manager for this once started.

7. Operations Manager – Sheila Torres

Ms. Torres presented the Board with her Report (Attachment A). The Board reviewed and discussed the report.

Ms. Torres stated that the piano recently received a tune up or service. The tuner had indicated that the piano was in very rough shape. Ms. Torres suggested that the piano be used selectively, strictly for concerts so as to try and prolong its life.

Ms. Fellows stated that she would keep her eyes open for a used up-right piano that might be better for frequent use. Ms. Smith also stated that she would look for one as well.

Ms. Hall agreed and suggested that the use of the piano be very limited.

Ms. Torres also addressed the Board regarding pursuing a solution to the emergency handicap

Egress as there is currently no way for a person bound to a wheelchair the ability to exit the building in an emergency. With the elevator currently not being used (per the direction of the State of Connecticut) there needs to be an alternative plan.

Mr. Juliano suggested the possible use of a chairlift.

Ms. Torres also addressed the Board regarding a 5 year contract offered by Precision Alarms when up until now it had always been an annual contract.

After a short discussion, the Board agreed that it should remain on an annual basis.

Lastly, Ms. Torres discussed with the Board the use of credit cards and that it'd be her suggestion to wait for the newest technology that will work with chipped cards along with 2 scanners to be used in the process.

8. Approval of monthly bills

Ms. Smith and the Board reviewed the bills for the month and clarified a few items.

Ms. Hall moved to approve the monthly bills, \$38,921.23 for the building and \$8827.88 totaling \$47,749.11. Ms. Fellows seconded the motion. All were in favor.

9. Old Business

a. Discussion/ decision on Accrual vs. Cash accounting methods.

This item was discussed at the beginning of the meeting under public participation.

b. Digital Event Broadcasting

Mr. Clure addressed the Board regarding the Digital Event Broadcasting, indicating that the process in putting the technology together will take some time as the Town Hall is currently not prepared to handle the additional technology required to move forward at this time.

Mr. Clure will continue to give updates on this item as available.

c. Google "Virtual Tour of ETH"

Ms. Fellows stated that, it was her opinion, virtual tours do not seem to give the facility being shown the proper justice and the same of not better showing of their building could be obtained through beautifully taken photos placed on the website.

In other new business discussion, Ms. Fellows stated that she'd like to replace the red cart downstairs with a similar one made of plastic so as to do less damage to building when moving it around.

Also, the Alexandria Room paint needs to be touched up. The Board will get an estimate on the cost.

#### 10. New Business

To consider and act on if necessary, establishing the authority of members to interact with vendors before a vote by the Board to authorize such interactions.

Ms. Fellows stated that it is or should be the point to get and relay helpful information to the Board members on issues that come to light in terms of the building. And to allow whomever offered to do the research on an item to get the pertinent information and relay that to the Board.

Ms. Hall added that the idea is that if ones time is volunteered for looking into an item for the Town Hall, then that Board member should be focused on getting that done and the information found to be relayed to the Board. Ms. Hall stated that the Board should be the one designating member/ members to do the research on items and report back at a Board meeting.

Ms. Hall presented the Board with a packet reviewing Parliamentary Procedures and what constitutes a meeting.

Ms. Fellows added that she feels each member of the Board adds unique individual assets.

#### 11. Comments from members

The Board discussed Ms. Burke's presentation and request to have the Charlie & the Chocolate Factory movie/fundraiser in February. After a review of the event, Ms. Fellows moved to approve the Middle Gate movie night fundraiser to be held at the Edmond Town Hall.

Ms. Smith seconded the motion. All were in favor.

Ms. Smith moved to adjourn the regular meeting of the Board of Managers at 8:44pm.

Respectfully submitted,  
Cayenne Spremullo, Clerk

## MANAGER'S REPORT – Jan 13, 2015

### General Notes

- Concert piano concerns voiced by tuner.
- New group will be starting in March on Mon – Wed in Alexandria Room.
- Balcony lights have been installed and they had their debut on Saturday at the free show. Will need to ask Church to move its items out of the storage room downstairs so that I can use the space for the new group.
- I have signed on Newtown Prevention Council, Crystal Massage and William Pitt for additional advertising.
- No official word yet on air conditioner test. Will let you know as soon as I hear.
- Have pursued additional information on credit card. Want to make sure I give you all costs up front. Based on approval we will be able to: accept chip credit cards (secure), gift cards and debit cards, sell movie tickets and gift cards from our web site, use a hand scanner to both expedite ticket sales as well as concession sales. I am getting a pro-forma from all vendors (Sensible Cinema, Printix and Mercury Payment Systems) and will present that at the next meeting.
- Need to pursue solution to handicap emergency egress issue in theater.

### Decisions Needed

- Proposal for emergency lighting, panic button, etc. up for renewal. Sent five year contract for the same \$250 we have been paying. In the past we would get automatic renewal.
- Should we bring back the Otis elevator?

### Maintenance/Repairs/Other

- Got quotes for redoing Meeting Room Two (MR2) floor (VCT) and windows. So far within the \$5,000 budget. Our staff will do the cleaning and painting.
- Two water saving closets installed in men's room.
- Met with KatArt today to discuss web site. Will have a wireframe for review on January 19 and by Jan 28 will have sample of designed page for the look and color. After that, release will depend on complete content, testing and training. I will provide an updated timeline next week.