

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday March 10, 2015 6:30pm

Mary Hawley Room ~ Edmond Town Hall

45 Main Street, Newtown CT. 06470

**MEMBERS PRESENT:** Jim Juliano, Margot Hall, Andy Clure, Marie Smith, Mary Fellows

**MEMBERS ABSENT:** Anna Wiedemann

**ALSO PRESENT:** Sheila Torres, Tom Mahoney

**PUBLIC PRESENT:** Tory Gozzi of New England Ballet, Diane Wardenburg of Lathrop School of Dance, Jen Rogers of Newtown Cultural Arts Commission, Corey CEO of “Before the Movie” (by phone), Cristin Carlin of Newtown Film Festival (by phone).

**1. Public Participation**

Tory Gozzi of New England Ballet addressed the Board regarding using the Edmond Town Hall facility for 2 performances in their Spring showcase coming up June 21. The New England Ballet will be performing 2 matinee showings of Sleeping Beauty.

Diane Wardenburg of the Lathrop School of Dance addressed the Board regarding the drummer’s stand which had been dismantled. Ms. Wardenburg addressed her concern for which she needs the stand replaced with another and a storage area for the stand as it is mostly required for the Stardust Revue the first weekend in June.

Ms. Rogers of the Cultural Arts Commission offered their portable risers and their storage facility when not in use.

Also addressed was the slight schedule conflict last weekend in which the Kindness Event overlapped Ms. Wardenburg’s dance classes and she and her students had no where else to go so were forced to merge classes (but did so graciously).

Ms. Wardenburg asked that if a schedule change is required that she is notified as soon as possible but no less than a week in advance so she can plan an notify her students adequately.

Ms. Jen Rogers of The Cultural Arts Commission addressed the Board regarding putting together another Film Festival such as the 1930’s movie presentations as it was well received.

Ms. Rogers asked if the Board would be able to get back to her with an initial response by the last Tuesday of the month so the Cultural Arts Commission can get started on planning more specifically.

### **Public Participation Con't**

Corey, CEO of "Before the Movie" briefly described to the Board what his company can provide in terms of digital advertisements. Corey explained that his company designs 15-30 second commercial advertisements, red carpet interviews, trivia fillers and even "shorts".

Cristin Carlin addressed the Board regarding a possible Film Festival for June or September. Ms. Carlin stated this would be a very family friendly oriented event specifically inviting local youth and community members to participate by entering their own films.

Ms. Carlin will wait for the Board to decide on dates based on availability and schedule of events to continue planning.

### **2. Theatre Coordinator – Tom Mahoney**

Mr. Mahoney updated the Board regarding the success of the prior month.

He indicated that February was pretty good overall.

Additionally reporting that the Ice machine is currently out of service and to purchase a new more efficient one would be \$1400-\$1600.

### **3. Approval of Minutes of February 10, 2015 and Special Meeting February 24, 2015.**

Ms. Hall moved to approve the minutes of the regular meeting of February 10, 2015 as submitted. Ms. Fellows seconded. All were in favor.

Ms. Hall moved to approve the minutes of the Special Meeting February 24, 2015 as submitted. Ms. Fellows seconded. All were in favor.

### **4. Correspondence**

None

### **5. Report from Chairman – Jim Juliano**

Mr. Juliano reported on two proposals/estimates for removing and replacing the current boilers.

### **6. Report from Operations Manager – Sheila Torres**

Ms. Torres addressed the Board regarding the possibility of including a "Secret Tour of Edmond Town Hall" with Dan Cruson, Town Historian into the Victorian Tea during the holidays. The Board is approving of this proposal

### **7. Approval of Monthly Bills – Marie Smith**

Ms. Smith moved to approve the monthly bills for the Building and the Theatre for a total of \$55,468.32. Ms. Fellows seconded. All were in favor.

## **8. OLD BUSINESS**

### **A. Digital Event Broadcasting – Andy Clure**

Mr. Clure addressed the Board regarding the ongoing agenda item of setting up the Edmond Town Hall Theatre with Digital Broadcasting capabilities through Charter Communications.

Ms. Clure stated that he recently found out from Charter that it would cost an additional \$450.00 to add an HDMI Switcher box in order to handle a Digital Broadcasting Event. Mr. Clure added that should the Board agree to purchase the additional equipment, the first “kick-off” event could be a March Madness event since Newtown has a large Basketball fan base.

The Board discussed the Digital Event Broadcasting and to finish up the project, work/research put into the project so far, the additional HDMI box should be purchased so that free Digital Events can be hosted and the Theatre can stand to earn income through Concessions.

Ms. Fellows moved to approve the purchase of the HDMI Switcher box for \$450.00. Ms. Smith seconded. All were in favor.

### **B. Website Update – Sheila Torres**

Ms. Torres is still working on website updates however addressed the Board regarding the use of Printix USA for synchronizing theatre ticket sales to website and POS system.

Ms. Fellows moved to approve the integration of Printix USA for \$850.00. Mr. Clure seconded. All were in favor.

### **C. Lobby Digital Marquee**

Agenda Item Tabled

### **D. Advertising on Theatre screen before movies – Andy Clure**

As discussed in Public Participation with Corey of “Before the Movie”

## **9. NEW BUSINESS**

### **A. Audio & Projection capability for Alexandria Room – Sheila Torres**

Ms. Torres addressed the Board with the estimates received from DNR for the installation of Audio and Projection capability for the Alexandria Room.

After discussion and agreement that these two items would finish off the room nicely, Ms. Fellows moved to accept the Audio and Projection improvements to complete the Alexandria Room in the amounts of \$6290.00 (Audio) \$2020.90 (Projection) for a total of \$8310.90. Ms. Hall seconded. All were in favor.

### **B. Purchase of Piano benches – Sheila Torres**

Ms. Hall moved to approve the purchase of two adjustable piano benches, and allocate up to \$500.00 for this purpose. Ms. Fellows seconded. All were in favor.

**C. Approval of Expenses for repair of water leak in new addition**

Ms. Hall moved to accept the repair work total in the amount of \$4,794.68 for the water leak in the new addition of the Edmond Town Hall. Ms. Smith seconded. All were in favor.

**D. Approval of proposal for professional Holiday decorations – Sheila Torres**

Agenda Item Tabled

**10. COMMENTS**

Ms. Hall stated that Betsy Paynter of the Town of Newtown Economic Development is interested to meet with Sheila to possibly incorporate the Edmond Town Hall on her website.

Mr. Clure stated that he'd like to thank Azra Sholtes for her immense support and help with the organization of data, accounting and budgeting.

Ms. Fellows moved to adjourn the regular meeting of the Board of Managers at 9:18pm. All were in favor.

The Board entered into Executive Session.

PRESENT were James Juliano, Mary Fellows, Marie Smith, Andy Clure and Margot Hall

MOTION made by Marie Smith and seconded by Andy Clure to go out of Executive Session. Motion unanimously passed at 10:01pm

MOTION made by Mary Fellows and seconded by Andy Clure to grant Newtown Rotary Club's request for non-profit status for their sponsorship of the Newtown Centre of Classical Ballet performance of "Sleeping Beauty" on June 21, 2015 in the Theater. Motion unanimously passed.

MOTION made by Andy Clure and seconded by Mary Fellows to approve of Cristin Carlin's request and to have the Newtown Film Festival take place on 9/18, 9/19 and 9/20 2015. Motion unanimously passed.

Mr. Juliano left the meeting.

Motion made by Mary Fellows and seconded by Margot Hall to allow up to \$1,500.00 for replacing the broken down icemaker in the Concession area. Motion unanimously passed.

Motion made by Marie Smith and seconded by Andy Clure to adjourn this meeting at 10:12pm. Motion unanimously passed.

Respectfully Submitted,  
Cayenne Spemullo, Clerk