

Edmond Town Hall Board of Managers

Regular Meeting

Wednesday, April 22, 2015 ~ 6:30pm

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown CT. 06470

Present: Margot Hall, Anna Weidemann, Marie Smith, Andy Clure, James Juliano

Also Present: Sheila Torres, Tom Mahoney

Absent: Mary Fellows

1. Public Participation

Representing the Governors Horse Guard, Sgt. Ralph Freer, Staff Sgt. Rosa & Sgt. Fay addressed the board regarding the display of a public service announcement prior to the start of a movie to share a message with the community about the Horse Guard.

Pastor Tom Wall of New Hampshire addressed the board regarding the use of 3 meeting rooms June 24 – 26, 2015 for a Youth Summer Camp being held through Sandy Hook Baptist Church. The Youth Camp is to be free of charge.

Jennifer Rogers of the Newtown Cultural Arts Commission addressed the board regarding holding another Film Festival sometime in the Summer or early Fall. Ms. Rogers stated this festival would only be a couple days, not a full week and stated the Commission is very flexible with the timing of the event depending on what else the Town Hall has scheduled. Ms. Rogers expressed her and the commission's interest in working with Edmond Town Hall on an annual basis provided the board too is satisfied with the turn out of the event. She stated her ultimate goal is to broaden the patron base and bring people in from surrounding towns.

Laurie Wright addressed the board regarding the possibility of holding her event "Nerd Night in Newtown" at the Edmond Town Hall (specifically the Theatre and 1 meeting room for photos and prep work). Her event would be held Sunday September 6, 2015. Ms. Wright explained that her event would be movie screenings of Dr. Horrible's Sing A-long Blog and Serenity to benefit Equality Now (a Human rights group working to protect the rights of women and girls around the world). Pricing would be \$10 per ticket in advance, \$15 at the door. Ms. Wright stated she felt confident in the events ability to raise between \$3-4000 and to donate \$1000 of the proceeds to the Town Hall. Previews of the movies are available on Hulu and YouTube. Ms. Wright also stated in order to get the licensing for the screenings she would need an answer from the Board no later than June 1, 2015.

2. Approval of Minutes from March 10, 2015

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

3. Report from Theatre Coordinator – Tom Mahoney

Mr. Mahoney gave the Board an update on recent movie showings and events at the Town Hall.

He indicated that Into the Woods was a good turn out with three of the days paid for by Ingersoll Auto of Danbury. The March Madness event had a lower turn out than expected partially due to poor weather and the Spring Break movies were also expected to do better than they did.

Mr. Mahoney also reviewed upcoming events/ shows with the Board.

4. Chairman’s Report – James Juliano

Discussion by the Board on the CIP and the process by which funds should be requested.

5. Operations Manager – Sheila Torres

- Ms. Torres showed the Board some color and product samples from Rings End (through Hunter Douglas), window blinds for the gymnasium quoted at \$1064.00. Also quoted was Patricia’s space, 7 windows totaling \$857.50.
- Ice Maker
Discussion on the Ice Maker upstairs needs replacing.
- Ms. Torres gave the Board an updated copy of the quote from DNR for the Alexandria Room for screen & projection capabilities to review and decide on.
- Request for \$500 previously allocated for new piano seat to be used for a piano cover due to Ellen’s offer to donate a new seat.
- Brief discussion on upstairs water fountain (poor water quality)

6. Approval of Monthly Bills – Marie Smith

Theatre \$10,388.13

Building \$47,642.53

Total \$58,030.66

Ms. Hall Moved to approve the monthly bills in the total of \$58,030.66. Mr. Clure seconded. All were in favor.

*Brief discussion by the Board on amending the amount approved for DNR to reflect payment for the work that has been completed.

7. Old Business

Compressor for Theatre

The board discussed the replacement of the AC unit for the Theatre.

Ms. Hall approved the replacement of the new theatre compressor in the amount of \$10,373.00 as quoted by McKenney Mechanical.

Ms. Smith seconded. All were in favor.

Replacement of Ice Maker

Mr. Clure moved to approve, up to a total cost of \$4000.00, for the ice maker in the Alexandria Room. Ms. Hall seconded. All were in favor.

Website Update

Ms. Torres passed around to the board for review, a packet to explain the layout of the proposed website before final submission.

Security Deposit Account Process

Ms. Torres addressed the board regarding a request to change the current security deposit procedure to a streamlined, single process of depositing one total payment of a rental plus the security deposit. However, instead of depositing the funds into two separate accounts... it would be one deposit, one account just allocated differently (as “rental” and “security deposit”). This will make it easier to follow and better from an accounting perspective.

Ms. Hall moved to close security deposit checking account, transferring the funds in that account to the main checking account. Mr. Clure seconded. All were in favor.

Advertising Contract follow-up

Ms. Torres addressed the board regarding the contract from Before The Movie, Inc.

8. New Business

CIP Process, Letter and Advertising

As discussed under Operations Manager Report

Trinity Church request for Summer week space

The Board discussed the request made by Trinity Church to use the Alexandria Room and the Gym the week of June 22 – 25, 2015 from 9am – 3pm for a Summer Camp.

Rental of Dumpster in preparation of boiler replacement

Mr. Clure moved to approve the rental, up to \$400 for a dumpster to clean up the boiler room in preparation of its replacement. Ms. Weidemann seconded. All were in favor.

Replacement of balcony theatre seats

Ms. Weidemann moved to approve \$9000 to purchase 150 new chairs for the theatre balcony. Ms. Smith seconded. All were in favor.

Repair/ replacement of theatre trusses

Ms. Weidemann moved to approve the replacement of the theatre box truss contingent upon finding out details and comparing subsequent quotes for materials & labor. Ms. Hall seconded. All were in favor.

Ms. Hall moved that the Board to proceed into Executive Session at 10:18pm.

All were in favor.

Edmond Town Hall Board of Managers - 4-22-2015 - 10:19 P.M.

Minutes - Executive Session

Present: James Juliano, Andrew Clure, Marie Smith, Anna Wiedemann, Margot Hall

Also Present: Sheila Torres, Operations Manager

MOTION made by Marie Smith and seconded by Anna Wiedemann to go out of Executive Session. Motion unanimously passed at 10:42 P.M.

MOTION made by Marie Smith and seconded by Anna Wiedemann to approve the request from the 2nd Governor's Horse Guard to run a Public Service Add on the theater screen and display a poster on tripod in the Lobby promoting the Horse Guard's mission. The PSA will run during May and June 2015. Motion unanimously passed.

MOTION made by Marie Smith and seconded by Anna Wiedemann to approve the proposed terms for TH space to hold a Summer Camp on June 24-27, as requested by Pastor Tom Wall on behalf of the Sandy Hook Baptist Church, and grant the requested use of the gym at no charge. Motion unanimously passed.

MOTION made by Andy Clure and seconded by Anna Wiedemann to approve the proposal made by Laurie Wright to host "Can't Stop the Serenity" fund raiser to support Equality Now. The event will be held on September 6, 2015. Weapons of any kind will not be allowed in the building during the event. Motion unanimously passed

MOTION made by Andy Clure and seconded by Anna Wiedemann to approve of the request from Trinity Church as proposed for space for Ben's Bells program on June 22-25. Motion unanimously passed

Motion made by Andy Clure and seconded by Marie Smith to postpone a decision on the request from Jennifer Rogers of the Newtown Cultural Arts Commission for the use of the theater to hold a second Summer Film Festival; and that the Board request the designation of and agreement to more specific days (of the week). Motion unanimously passed.

MOTION made by Marie Smith and seconded by Andy Clure to adjourn this meeting. Motion unanimously passed at 10:49 P.M.

Respectfully Submitted ~ Cayenne Spremullo, Clerk