MINUTES: BELLOWS FALLS OPERA HOUSE COMMITTEE

Date: April 11, 2018

Present: Charlie Hunter- Chair, Jan Sheehy, Martha Rowley, Sandy Martin, Thomasena Coates, Susan Hammond, Shell Saurer, Deb Wright

Meeting Called to Order at 6:35PM

Changes or Additions to Agenda: Addition-Chair suggested that “Stakeholder Discussion” be placed in Other Business.

Approve Minutes of March 28, 2018 Motion made by SM, seconded by TC. DW recused. Passed unanimously.

Public Comment on Items Not on the Agenda (3 minutes per person) – no Public, but this portion of the meeting provided an opportunity to discuss the unfeasibility of the “raffle” method of obtaining the data for theatre coverage area. Committee conversation led to an alternative method of using a volunteer with a clipboard outside the theatre at peak gathering time approximating 45 minutes to 1 hour to ask attendees their home town. Motion made by Charlie Hunter that we gather data by asking people outside the theatre what towns they live in for an hour prior to a showing. Seconded by Thomasena Coates. Passes unanimously.

Agenda

1. **Review Documents**- Committee reviewed all available documents, a. through c. In addition, Sandy Martin received from Theatre Manager, Rick Angers, 2 years of events with all available documentation. After discussion it was agreed that 5 years of events would provide a more complete picture as to how events were handled, attended, etc. Further discussion on the topic led to possible need for a legal and binding contract for all parties

2. **Review Job Descriptions**
   a. **Theater Manager**- Committee agreed that as this position currently has no written job description, development will be needed with input from Rick Angers, the current theater manager
   b. **Staff**- Again, no written job descriptions, these will need to be developed. Our perception of who does what may vary from that of manager and staff. Shell will obtain a list of job duties for Rick’s staff as he understands them. Jan and Martha will come up with a list of questions.
   c. **Town Rep**- this position has a job description, Theatre Events Coordinator, is currently defined by the municipality as a town employee. This person would be entrusted with a theater/building key to open and close as necessary, be responsible for making sure the building is returned to a clean and habitable state after events. In past years, there was a designated employee to serve in this position, but no longer. It appears tasks designated in the written description are now split among the manager and his staff.

3. **Review or Develop Missions Statement**- In order to access funding a brief statement of the theatre mission was done in 2001. Committee reviewed for future development.

Review Agenda Items for Next Meeting

Sandy and Jan to work up next agenda for April 25th meeting 6:30PM

Other Business

Stakeholders Discussion- Charlie read to the committee his idea of a letter to send to stakeholders asking for their input. Martha and Jan to compile a list of questions working with Sandy for review and submission. Debbie to ask GFRCC and BFDDA for business member lists.
Appointment of a Recording Secretary- Motion made by Charlie Hunter to appoint Deb Wright as Recording Secretary. Seconded by Shell Saurer. Passed unanimously.

Next Meeting- Wednesday, April 25 2018 @ 6:30PM

Motion to Adjourn Meeting made by DW seconded by TC. Meeting Adjourned at 7:42PM

Minutes Submitted Respectfully by D Wright April 18, 2018