DRAFT Minutes Bellows Falls Opera House Policy Committee

Date: Wed., May 23, 2018

Present: Jan Sheehy, Shell Saurer, Sandy Martin, Martha Rowley

Meeting called to order at 6:35 pm

Changes/additions to agenda: Added ‘Review Movie Attendees Survey’ to ‘Other Business.’

Approve minutes, with minor adjustments as follows:

   b) paragraph two, second line, add “are” to change wording to “as they are
proprietary”.
OTHER BUSINESS: Second line, change “should” to “showed”, to read “materials showed some
hiccups”.
Motion made by Hunter, Martin seconding. Voted unanimously.

Agenda:
1. REVIEW STAKEHOLDER (PRESENTER) LETTER & QUESTIONNAIRE:
   Five presenters have been contacted and have replied via direct email. Copies of their
   responses were distributed, with respondent’s contact info removed.
   Hunter will go through Renter Information Settlement as provided Committee by Town
and email Survey Monkey survey to all other presenters whose emails are listed. Will send
results to Committee members prior to next meeting.

2. DISCUSS PROGRESS OF DOWNTOWN BUSINESS SURVEY
   Going through BFDDA and GFRCC to solicit responses has only resulted in three
responses received. Hunter presented Committee with list of email addresses from last
Downtown Business survey he had sent out, in 2014. Committee reviewed and edited list.
Hunter to email Survey Monkey survey to edited list. Will send results to Committee members
prior to next meeting.

3. THEATER MANAGER’S QUESTIONNAIRE
   Committee reviewed response from manager Angers. It was felt that answers supplied
will be very helpful in formulating a job description for Bellows Falls Opera House Manager.
   It was agreed that the next meeting of the Committee should be scheduled to make it
easy for Angers to attend; he has said Mondays and Fridays are best for him.

4. 5/14 VILLAGE MEETING SURVEY
   At 5/14/18 Bellows Falls Village Corporation Annual Meeting, Deb Wright distributed a
survey to attendees. Questions asked were:
   “1. How many times a year do you come to the Opera House to see a) a movie? b) a special
   event?
   2. What type of entertainment would you like to see more of at the Opera House?
   3. Is there any other type of feedback you would like to provide?”
   As Wright was not present, it was agreed Hunter would email her for the results/data.

5. DISCUSS BFOH TECHNICAL SPEC SHEET AND SEATING CHART.
   Per Committee request to the Town for BFOH technical spec sheets, manager Angers
provided the following information regarding the PA system:
2 Wharfedale Pro Titan 12 speakers
Soundcraft Spirit E8 mixer
Alesis Gigamix 6 channel 200 watt powered mixer w/4 cd player
2 Audio-Technica system 10 digital 2.4Ghz receivers w/microphones

It was agreed that the current seating chart is hard to read. Concern was expressed regarding chair HH5. It was felt adding the notation for ADA seating would be a good idea when chart is re-drawn.
Hunter will send each committee member the Rental Information documents from 2007 that were partially revised in 2012 that he believes contains a lot of more detailed tech data.
Saurer will oversee the compilation of current tech information for the committee.

OTHER BUSINESS:
MOVIEGOER SURVEY - Currently only two nights of data have been compiled. Hunter asked each committee member to volunteer to conduct the survey for two movie screenings each before the next Committee meeting on 6/18.

Attendees signed up as follows. Those not in attendance will be asked to take two unclaimed screenings.
Fri. 5/25 - Charlie
Mon. 5/28 - Martha

Fri. 6/1 - Jan
Mon. 6/4 - Sandy

Fri. 6/8 - Sue
Mon. 6/11 - Sandy

Fri. 6/15 -

Sat. 5/26 - Charlie
Sat. 6/2 - Sue
Sat. 6/9 -
Sat. 6/16 -

Sun. 5/27 - Shell (4 & 7:15 showings)
Sun. 6/3 - Martha
Sun. 6/10 -
Sun. 6/17 -

AGENDA ITEMS FOR NEXT MEETING:
Next meeting to be MONDAY, 6/18/18. Martin to invite manager Angers to attend.

1. CONVERSATION WITH BFOH MANAGER ANGERS.
   What are items he'd like to make sure the Committee addresses?
   How can Committee help Manager in his ongoing work?
   Can we schedule Manager taking Committee for walk-through of theater?
   Etc.

2. ANALYSIS OF PRESENTER SURVEY RESPONSES
3. ANALYSIS OF DOWNTOWN BUSINESS SURVEY RESPONSES
4. ANALYSIS OF MOVIEGOER SURVEY INFORMATION
5. REVIEW OF WHAT DATA HAS BEEN COLLECTED SO FAR AND WHAT DATA COMMITTEE NEEDS TO COMPILE AS WE MOVE FORWARD
6. START TO COMPILE FINANCIALS FOR LAST EIGHT (?) YEARS OF BFOH OPERATIONS

Meeting adjourned 7:30 (Moved by Sheehy, Seconded by Sauer; voted unanimously).

Meeting notes by Rowley, written up and submitted by Hunter. 5/25/18.