BELLOWS FALLS OPERA HOUSE POLICY COMMITTEE
Wednesday, September 26, 2018
7:00 p.m.

LOCATION: Rockingham Town Hall – Lower Theater

DRAFT MINUTES

Call to Order
Meeting called to order at 7:00p, with Hunter, Rowley, Sheehy, Hammond present. Also present were guests Leroy Watson, BFOH Manager Angers and Town Manager Harrison. Saurer arrived approximately 7:05.

Additions to the Agenda for Routine Administrative Matters and/or Pressing Matters that will require ratification at a future meeting
None

Approve Minutes of August 22, 2018
Motion by Sheehy to accept, Rowley 2nd, to accept with change to correct date of meeting from 9/19 to 9/26. Voted unanimously.

Public Comment on Items Not on the Agenda (3 minutes per person)
None.

Agenda Items
Selectboard was receptive and complimentary of report.

Committee discussed initial items from report to investigate. Daily Reconciliation sheet/report; can it be made digital? Could a digital form be added to the paper one staff currently uses/is comfortable with? Many year of data exists, though is all on individual sheets of paper. Possibility staff could computer enter data from currently used sheets during 'down times', such as matinees, etc. Mgr Angers and Town Mgr Harrison to consult.

Mgr. Angers will provide Live Event reconciliation sheets from 2/22/18 to date by next meeting.

Discussion re projector for lower theater; what can be used of the equipment already owned? Mgr. Angers, Town Mgr. Harrison to consult.

Possibility of an earlier showing of 'classic films' to accommodate 'senior community'; staff issue would need addressing.

Sheehy will ask the Current re their scheduling and Mgr. Angers will be asked to find out if $300 vs. 35% an across the board rental rate for ‘classic’ films, or does it vary by distributor? How many showings does this allow? One screening only? Multiple screenings one day only, or multiple screenings over several days?

Idea/suggestion to invite Chad Free, from Springfield/Keene Cinemas to attend one of our meetings and offer hopefully offer input. L Watson to ask (next two meeting dates to be 10/24 and 11/28, 7 pm).
Some concession prices have been raised to more accurately reflect costs. Triple Up remains $5.00. L. Watson feels the move to concessions being flat dollar amounts, rather than fractions of dollars, will be more efficient.

We are still lacking a job description for the current position held by Rick as the Theater Event Coordinator job was folded into the Cinema Manager position 4-5 years ago but description was not updated/changed. 2013 was the last time anyone was tasked with 'The Friends of The Opera House' group, as such.

Selectboard suggestions - need for tracking monies, need to develop systems for accepting debit cards, etc. for tickets, concessions, as well as paying for movie advertising, classic film underwriting, live event rental, etc. by credit card.

Selectboard rep Hammond asked if Committee was going to have any big budget items to ask for in next budget, because budget season is approaching. Committee felt repairing broken seat, and keeping things clean would be a good start this year. It was the sense of the Committee (and a request of Angers to Chr. Hunter) that Angers and Coates meet to set up a cleaning schedule for equipment already on site.

Should a 'reserve fund' be established for the theater to prepare for further projects, Hammond wondered? (such as the Lower Theater, etc.). Committee felt this certainly was not a bad idea.

Review Agenda Items for Next Meeting
- Digital capture of daily reconciliation.
- Feasibility of Senior matinee of Classic Film / Coordinate with the Current? Can we show film more than once for $300 vs. 30%?
- Coates and Angers to set up cleaning schedule for dedicated equipment.
- Chad Free Q&A about Springfield/Keene movie operations.
- Lower Theater feasibility.

Other Business
None

Adjourn
Motion to adjourn made by Rowley at 8:02 pm, seconded by Sauer, and moved unanimously.