BELLOWS FALLS OPERA HOUSE POLICY COMMITTEE

Wednesday, November 28, 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, Watson, Sheehy, Hammond, Coates, Saurer present. Also present were guests David Stern, BFOH Manager Angers and Town Manager Harrison.

Additions to the Agenda for Routine Administrative Matters and/or Pressing Matters that will require ratification at a future meeting

None

Approve Minutes of September 26, 2018 with corrections to Sheehy and Saurer’s last names.

Motion by Sheehy to accept, Rowley 2nd. Voted unanimously.

Public Comment on Items Not on the Agenda (3 minutes per person)

Public comment by David Stern which included a stage model for MSA’s upcoming production. Mr. Stern expressed belief that the last two years have been profitable for the BFOH as well as MSA. He sees a need for updating in various Opera House areas; Lights, sound, draping, and a system for front and back of house communication which there is none at present. David Stern told us that MSA has a graphics arts person who could potentially be available to the BFOH for assistance with screen advertising.

Committee discussed the Daily Reconciliation sheet/report. Mgr. Angers and Town Manager Harris told the committee that a digital spreadsheet is in existence and will be updated. Currently the spreadsheet is only for films and will be amended to include live performances. Mger. Angers presented a copy of the spreadsheet for the committee to peruse and it was noted that it would be helpful for additional data to be included such as an extraordinary weather events column.

Mr. Hunter requests for the next meeting that revenues from live events, especially those from 2/20/18 be included/made available.

The Town Manager suggested separate sheets regarding movies, live events with the concessions noted on those sheets.

Continued discussion of Lower Theater use lead to the discussion of a small projector that is currently at the site but Town Manager said that it’s not working too well. She told us that a 75” flat screen television was on order and that the item will need to be secured.

Possibility for earlier screening of Classic Movie for the senior community. It sounded as though the fees would be the same for multiple showings if shown within a few days.
Mger. Angers will attempt to pull figures together for expense of extra showing – specifically labor costs involved.

Following up on the cleaning schedule for the equipment already on site – Ms. Coates and Mger. Angers told the board that Darkstar does a semi-annual cleaning the dimmer rack. It was noted that there is other equipment that needs attention.

Per a conversation with Ms. Sheehy, the Director of The Current seemed agreeable to the possibility of adding a bus service to provide transportation to the Bellows Falls seniors to attend a Classic Film Matinee. Ms. Sheehy will reach out to Director Gagnon to determine when she may be available to come and address the committee.

Mr. Watson told the committee that he had several discussions with an area theater manager regarding his availability to speak with the committee. The manager is not able to meet with us yet due to his busy schedule. It was noted that he may be available after the holidays.

Other Business -

There was a follow up discussion on concessions stating that the price increases have not adversely affected the income and that there is a new healthy quinoa selection that seems to be doing well.

Regarding the broken seat, there has been attempts to secure parts to repair it. Mger. Angers reports that the company that manufactured the chairs is no longer in business.

It was put forth as a question - does the committee feel a separate reserve fund should be established just for the theater? A list of both short term and long term needs and the expenses connected with each would be useful.

Could on screen advertising be designated to go directly to a theater renovation/reserve fund and Mr. Hunter noted that currently no one has the time to actively pursue this source of income.

It was mentioned that there is a Select Board Meeting on Tuesday, Dec. 18, 2018 that board members are encouraged to attend.

The next meeting is scheduled for Wednesday, January 23, 2019 at 6 pm in the Lower Theater.

Motion to adjourn made by Mr. Hunter at 8:15 pm, seconded by Ms. Rowley, and moved unanimously.