

# Performing Arts Center Board Minutes 01/30/2012

Simsbury Performing Arts Center Board  
Special Meeting  
January 30, 2012  
DRAFT

## I. CALL TO ORDER

Ferg Jansen called the meeting to order at 6:02 pm. In addition to Mr. Jansen, Board members Cathy Barnard, Janet Goman, Leo Collins, Ross Herlands, Sharon Lawson and Bob Hensley were present. Also in attendance were Gerry Toner, Director of Parks and Recreation, Tom Cooke, Director of Administrative Services, Selectman Sean Askham, BOS Liaison, Tom Vincent, PAC Manager and Jeff Greenwood representing the Simsbury Community Band.

## II. REVIEW AND APPROVAL OF MINUTES

Mr. Jansen moved to approve the minutes of the meeting of January 12, 2012. Ms. Barnard seconded the motion. The motion passed unanimously.

## III. ELECTION OF OFFICERS

Mr. Jansen nominated Bob Hensley to be Chairman of the PAC Board. Mr. Hensley's nomination was seconded by Ms. Lawson. Mr. Hensley was elected unanimously.

Ms. Barnard nominated Ferg Jansen to be Vice Chairman of the PAC Board. Mr. Jansen's nomination was seconded by Ms. Lawson. Mr. Jansen was elected unanimously.

Mr. Jansen nominated Cathy Barnard to be Secretary of the PAC Board. Ms. Lawson seconded the nomination. Ms. Barnard was elected unanimously.

The PAC Board welcomed new members Bob Hensley and Ross Herlands.

#### IV. FACILITY USE REQUESTS

Mr. Toner reported on the following events:

- Hartford Marathon
  - Scheduled for June 3, 2012
  - Suggested a fee increase from \$3500 to \$4000
  - Possible scheduling conflict with other events scheduled on that weekend
- MS Walk
  - Scheduled for April 22, 2012
  - Not using Band Shell so no fee is being charged
- Trails In Motion
  - Scheduled for June 2, 2012
  - Should have minimal impact on the facility
- Valley Car Club
  - Scheduled for July 8, 2012 with a rain date of July 15, 2012
  - Should have minimal impact on the facility
- Sousa Festival – put on by the Simsbury Community Band
  - Scheduled for June 2, 2012
- River Run
  - Scheduled for April 29, 2012
  - Should have minimal impact on the facility
- Lion's Club Walk
  - Scheduled for May 5, 2012

There was a general discussion about the need to ask for a \$500 deposit for all events. Mr. Toner indicated that there was verbiage in the existing licensing agreement that would cover that.

Mr. Jansen moved to approve the activities scheduled for the 2nd and 3rd of June pending schedule and financial agreement by all parties. Mr. Vincent and Mr. Toner would supervise this

agreement. Ms. Lawson seconded the motion. Motion passed unanimously.

Ms. Lawson moved that the River Run, scheduled for April 29th and the Lion's Club Walk, scheduled for May 5th, be approved. Mr. Jansen seconded the motion. Motion passed unanimously.

Mr. Vincent requested that the date of June 16, 2012 be set aside for a Jazz Festival to be held from 11 am to 9 pm. After the date has been held, Mr. Vincent would work out the financial terms for the event..

Mr. Collins made a motion to hold the date of June 16, 2012 for the Jazz Festival on the condition that the financials be decided no later than March 1st. Ms. Lawson seconded the motion. Motion passed unanimously.

Mr. Vincent reported on two events that may need to use the PAC Facility. The Art Walk on May 19, 2012 and Simsbury Bike Day May 6, 2012. He will look to have more information on these two events for the February 9, 2012 PAC Board meeting.

There was a general discussion about the use of the PAC Facility for graduation ceremonies. Mr. Vincent reported that the Simsbury Public Schools do not set the date until April 1st and that the Bloomfield Public Schools have yet to contact him regarding their graduation. Ms. Goman suggested that we reach out to the Bloomfield Public Schools.

Mr. Jansen made a motion to approve the increase of the Hartford Marathon fee from \$3500 to \$4000 and to collect at \$500 deposit against damages to the facility. He also noted in his motion that the Hartford Marathon and withdrawn their request to serve alcohol at the event. Mr. Collins seconded the motion. The motion passed unanimously.

Mr. Jansen suggested that the PAC Board put together a

schedule of fees that can be presented to organizers when they make a request to use the PAC Facility.

## V. MANAGER'S REPORT

Mr. Vincent requested that a special meeting be held between February 20 and 27, 2012 in order to provide the PAC Board with up-to-date financial information. Mr. Hensley will set the date at the February 9, 2012 regular meeting.

## VI. REVIEW OF THE PAC BOARD BUDGET

Mr. Hensley reported that he plans work closely with the Town of Simsbury to clarify the difference between the PAC Board's fiscal year (which runs October 1st through September 30th) with the Town of Simsbury's fiscal year (which runs July 1st through June 30th). He also stated that it is the goal of the PAC Board to improve communication between the PAC Board, the Board of Selectmen and the public.

Mr. Cooke reported that he has been contact with the Hartford Symphony regarding their payment due November 1, 2011. The Hartford Symphony is hoping to have funds to become current with their payments by early March 2012.

Mr. Vincent noted that the Hartford Symphony still owes a per ticket fee and parking differential from previous seasons.

There was a discussion acknowledging that the current PAC Board budget may need some alterations depending on Mr. Vincent's conversations with vendors to get current prices.

Mr. Jansen made a motion to approve the Operating Budget for FY2013 as put together by Mr. Toner. Ms. Barnard seconded the motion. The motion passed unanimously.

## VII. REVIEW OF THE CAPITAL IMPROVEMENT BUDGET

Mr. Toner presented a Capital Improvement Budget and recommended that the PAC Board send to the Board of Selectmen to be included in their Capital Improvement Budget. Mr. Hensley made a motion that Mr. Toner submit the PAC Board's 6 Year Capital Improvement Plan to the Board of Selectmen for inclusion in their 6 Year Capital Improvement Plan. Mr. Jansen seconded the motion. Motion was passed unanimously.

## VIII. OUTSIDE CONSULTANT SELECTION PROCESS

Mr. Cooke suggested that at least two members of the PAC Board conduct the interview process to select and outside consultant. He also reported that the Town of Simsbury Finance Manager has found \$19,000 to fund the fees charged by the consulting firm.

Mr. Hensley, Ms. Goman, Mr. Herlands and Mr. Jansen all volunteered to be part of the interview process. Mr. Hensley stated that he will make the information about when the interviews were being held available to all the members of the PAC Board so they will be able to attend if their schedules allow.

There was discussion about the timing of hiring the consultant and whether or not the PAC Board should wait until funds have been released by the Town of Simsbury (after July 1st). It was decided that in order to take advantage of everything the consultants may have to offer, it was better to begin the process sooner instead of later.

There was also a discussion about the need to involve some of the people who helped build the PAC Facility in the consultation process. And the need to make sure the process includes a wide array of opinions.

## IX. NEW BUSINESS

Mr. Toner requested that the motion made regarding the Lion's Club Walk be amended to include the date of May 6, 2012. Ms. Goman made the motion and Ms. Barnard seconded it. Motion passed unanimously. Mr. Toner stated that he will get the finalized date from the Lion's Club and report back to the PAC Board by the February 9th meeting.

Mr. Vincent requested that the procedures for booking new events be clarified at the February 9, 2012 PAC Board meeting.

Mr. Hensley reviewed the original plans of the PAC Facility with the PAC Board.

#### X. ADJOURNMENT

Mr. Jansen moved to adjourn at 8:25 p.m. Mrs. Goman seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Cathy Barnard  
Secretary