

Performing Arts Center Board Minutes 02/09/2012

Simsbury Performing Arts Center Board
Regular Meeting
February 9, 2012
DRAFT Minutes

I CALL TO ORDER:

Mr. Hensley called the meeting to order at 7:00 pm. Present were PAC Board members: Bob Hensley; Ferg Jansen; Janet Goman; Leo Collins; Cathy Barnard; Tom Vincent (PAC Manager); Nick Buccarella (PAC Site Manager) and Aki Sato (representing Carpe Diem Racing, LLC).

II REVIEW AND APPROVAL OF MINUTES:

Mr. Jansen made a motion to approve the minutes of the January 30, 2012 minutes. Ms. Goman seconded the motion. The motion passed unanimously.

III FACILITY USE REQUESTS

Simsbury Criterium

- Mr. Sato made a detailed proposal to the PAC Board regarding organizing a bike race in the Iron Horse Boulevard area of Simsbury (a/k/a Simsbury Criterium). His goal is to provide a safe racing environment for up to 200 racers while making as small an impact as possible on the businesses along Iron Horse Blvd.
- The PAC Board was supportive of the idea and explained the process through which Mr. Sato would have to proceed to get the necessary permits to continue.
- Mr. Hensley made a motion that the vote on the Simsbury Criterium be tabled until Mr. Sato can work out all the logistics and can approach the Board with a definite date and plan. Mr. Collins seconded the motion. The motion passed unanimously.

Lion's Club Walk

- Mr. Vincent reported that the Lion's Club has decided on a date for their event – May 5, 2012. Mr. Collins made a motion that the Lion's Club Walk be approved for May 2, 2012. Ms. Goman

seconded the motion. The motion passed unanimously.

Bike To Simsbury Day

- Mr. Vincent presented Bike To Simsbury Day which would be held on May 6, 2012. The event would run from 11 am to 4 pm. Mr. Vincent stated that many of the details of the event have yet to be finalized and requested that the date be held. Mr. Jansen made a motion that the date of May 6, 2012 be held for The Bike To Simsbury Event. Ms. Barnard seconded the motion. The motion passed unanimously.

Sousa Festival

- Mr. Vincent reported that the Hartford Marathon organizers are willing to work with the Sousa Festival organizers about setting up for the Half Marathon on June 3rd.
- Mr. Collins made a motion that June 2, 2012 date be held for The Sousa Festival. Ms. Goman seconded the motion. The motion passed unanimously.

Fidelco Fundraiser

- Mr. Vincent presented a request by the Fidelco Organization for a fundraiser to be held on September 23, 2012. Details of the event have yet to be finalized and Mr. Vincent requested that the PAC Board set aside the date.
- Mr. Collins made a motion that the date of September 23, 2012 be held for The Fidelco Fundraiser. Ms. Goman seconded the motion. The motion passed unanimously.

IV MANAGER'S REPORT

Mr. Vincent has contacted the following promoters concerning the upcoming season:

- High Ground Music
- Premier Concerts
- Little House
- Phil Polkinghorn
- Live Nation
- Robert Serio Memorial Concert

Mr. Vincent also reported that he is making a effort to get together with Ken Trestman and Andrea Stalf to discuss the upcoming

Talcott Mountain Music Festival season.

V. FINANCE REPORT

Mr. Hensley reported that he has met with Mary Anne Harris (Simsbury Finance Manager) to get a better handle on how Simsbury handles its finances and how to translate their fiscal year (July 1 through June 30) into the PAC's season. According to Mr. Hensley, Ms. Harris is very supportive of the PAC Board and is willing to work with the Board in obtaining accurate financial reports.

There was a discussion on how to formalize the processing of bills to make sure the PAC Board accounts remain accurate. All bills need to be approved and coded with the correct G/L code by Mr. Vincent. They are then approved by Mr. Toner before being presented to the town for payment. Mr. Hensley will communicate this procedure to all the parties involved to make sure everyone is on the same page when it comes to financials.

Mr. Hensley agreed to get financial reports from the town on a monthly basis and to present them to the PAC Board at their monthly meeting to avoid confusion at the end of the season about the PAC's finances.

Mr. Buccarella brought up problems in the past with payments not being made in a timely fashion resulting in issues when trying to make purchases at Home Depot.

Mr. Buccarella's hours will also be approved by Mr. Vincent and Mr. Toner before being paid.

VI. IRON HORSE BLVD BANNER POLICY

Mr. Vincent commented that the PAC Board should be able to control the usage of banners on Iron Horse Blvd because it is not a state road.

Mr. Collins made a motion that Mr. Vincent, Mr. Toner and Howard Beach work on a policy concerning the use of banners on Iron Horse Blvd to be presented to the PAC Board. Ms. Goman seconded the motion. The motion passed unanimously.

VII. SEPTEMBERFEST

Mr. Collins voiced some vendor concerns over the location of their booths during last year's event. Mr. Vincent commented that they positioning was based on concerns over power usage

and the wet fields.

Mr. Hensley reported that he had met with Charity Folk (Chamber of Commerce) to discuss last year's event and how to make improvements this year. One major point of emphasis, decided on by the Board, was a greater involvement on the part of the PAC Board itself during the actual event.

VIII. SPECIAL MEETING DATE

Mr. Vincent requested a special meeting be held to discuss PAC Board financials. This meeting will be held on Tuesday February 28th at 6:30 pm.

VIX. NEW BUSINESS

Mr. Buccarella requested that the PAC Board address, in the future, policies concerning the vendors and their sites.

X. ADJOURNMENT

Mr. Collins moved for adjournment at 9:02 pm. Ms. Goman seconded the motion. The motion passed unanimously.