

Performing Arts Center Board Minutes 02/28/2012 - draft

Simsbury Performing Arts Center Board
Special Meeting
February 28, 2012
DRAFT Minutes

I CALL TO ORDER:

Mr. Hensley called the meeting to order at 6:40 pm. Present were PAC Board members: Bob Hensley; Ferg Jansen; Ross Herlands; Leo Collins; Cathy Barnard; Tom Vincent (PAC Manager); Nick Buccarella (PAC Site Manager) and Eliot Russman, Jan Adams and Karen Mattheson from The Fidelco Guide Dog Foundation,

II REVIEW AND APPROVAL OF MINUTES:

Mr. Jansen made a motion to approve the minutes of the February 9, 2012 minutes. Ms. Barnard seconded the motion. The motion passed unanimously.

III FACILITY USE REQUESTS

Fidelco Guide Dog Foundation - Mr. Russman made a presentation to the Board on their proposed September 23, 2012 event.

- Fidelco has been in operation for 50 years and has held 31 dog walks
- This year's event would be a combination Dog Walk and Family Fun Day
- Fidelco spends close to \$45,000 getting each dog ready to be placed with an individual
- There is no cost to the individual
- Seven dogs have been placed in Simsbury
- They are hoping to work with the Chamber of Commerce to make the event successful for not only Fidelco but for local businesses as well
- The event would run from 10 am to 4 pm and they are expecting around 2,000 to attend

The Board informed them of the process they need to follow

to get approval and looks forward to hearing more about the event in the future.

Bike To Simsbury Day

- Mr. Vincent informed the Board that the approval process is continuing.

Sousa Festival

- Mr. Vincent reported that the organizer of this event did not feel they had adequate time to put their event together properly. They look forward to holding it sometime in the future.
- This event will be removed from the PAC Board Schedule of Events

Serio Memorial Concert

- Mr. Vincent reported that he has been trying to get in contact with the organizers of this event and suggested that the Board keep this event on its schedule for now.

IV MANAGER'S REPORT

Mr. Vincent reported that he has been in contact with the Hartford Symphony to begin discussions concerning the upcoming season.

He also reported the following concerning payments due from the HSO

- The down payment (\$16,900) for the 2012 season was due in November and has yet to be paid
 - o The concert dates were approved before payment was made
- The second payment for the 2012 season (\$16,900) is due in March
- The HSO still owes a variety of fees from previous seasons
 - o \$2888 in ticket fees
 - o \$187 in VIP parking fees

In order to bring the new members of the Board up to speed regarding the HSO, Mr. Vincent distributed copies of the Hartford Symphony Contract.

V. FINANCE REPORT

Mr. Vincent presented his 2012 season prospective budget and his 2011 season yearend report

As part of his presentation, Mr. Vincent handed out the following:

- 2012 Budget Projection – Main Season Operating Profit/Loss Expenses
- 2012 Budget Projection – Main Season Operating Profit/Loss Revenues
- 2012 Budget Projection – Septemberfest Profit/Loss Expenses & Revenues
- 2012 Budget Projection – Summary
- Form now required to hang a banner on Iron Horse Boulevard
- Simsbury Main Street Partnership / Talcott Mountain Music Festival Vendor Agreement
- Memorandum of Understanding Between The Town Of Simsbury & The Simsbury Main Street Partnership
- Certificate of Incorporation of the Simsbury Performing Arts Center, Inc (501c3)
- Written Consent of Directors Simsbury Performing Arts Center, Inc
- Performing Arts Center at Simsbury Meadows Event Terms Sheet
- Performing Arts Center at Simsbury Meadows Sponsorship Form
- Copies of forms, permits etc obtained by Mr. Vincent at the Board to hold the various events during the 2011 season – including the Iron Horse Concert Series

Mr. Jansen moved that the 2012 budget projection be accepted as presented. Mr. Collins seconded the motion. The motion passed unanimously.

The Board also discussed the need to obtain a security deposit for all events and to address the fee schedule projected as part of the 2012 budget projection.

The Board also discussed the need to review the billing process to make sure that items appear correctly in upcoming financial statements.

VI. SUB-COMMITTEE RECOMMENDATION ON

CONSULTANT FOR PAC STUDY/OPERATION

The sub-committee needs to obtain further information from Tom Cooke before presenting its recommendations to the PAC Board for consideration.

VII. NEW BUSINESS

Mr. Buccarella expressed his concerns about how the projected 2012 budget will affect his hours and his ability to perform his job. He also explained that very few people seem to have a handle on exactly what he does and when he does it. And that he job doesn't necessary fall into the category of a 'regular' 40 hour work week and that he often performs tasks without charging the town.

The Board requested that Mr. Buccarella prepare a job description so they can get a better understanding of what he does and how it fits into the projected budget.

Mr. Hensley also suggested that Mr. Buccarella speak to Gerry Toner to address his concerns. Mr. Hensley also promised to discuss the matter with Mr. Toner.

VIII. ADJOURNMENT

Mr. Collins moved for adjournment at 8:35 pm. Ms. Barnard seconded the motion. The motion passed unanimously.