

Performing Arts Center Board Minutes 03/02/2011

SIMSBURY PERFORMING ARTS CENTER BOARD
SPECIAL MEETING
March 2, 2011

I. CALL TO ORDER

Dave Ryan called the meeting to order at 6:30 PM. In addition to Mr. Ryan, Board members Ferg Jansen, Sharon Lawson, Janet Goman and Greg Piecuch were present. Also in attendance were Tom Vincent, Venue Manager, Gerry Toner, Nick Buccarella and Tracy Flater.

II. REVIEW AND APPROVAL OF MINUTES

Consideration of the February 25, 2011 Meeting minutes was tabled.

III. 2011 Season Review

Mr. Vincent presented a review of his marketing efforts, online ticket option status, the TMMF status and a budget projection. No actions were taken.

IV. SEPTEMBERFEST STATUS

Mr. Vincent reported that the updated contract forms would be sent to the Town Attorney for review. He also reported that he has received the first commitment for booth space. Mr. Toner reported that he will meet with Kevin Kane to set up an account to track the Septemberfest revenue and expense as a subaccount of the PAC Special Revenue Fund.

V. CAPITAL LIST FOR MAIN ST

The Board discussed priorities for the list of capital items. The cost estimate for the screening needed for a stadium seating event is still awaiting Mr. Sawitzke's research.

Gerry Toner will meet with Mr. Sawitzke to complete the numbers. Mr. Ryan will format the list for Main St. according to the priorities expressed in our discussion. Field Lighting is the first priority. Sound Towers is second. The creation of a stadium seating configuration that utilizes stadium seating inside the stone wall boundaries is a priority for a class of entertainment events. This configuration would require new chairs, a storage space for the chairs, some mechanisms for transporting the chairs to, and from storage, and screening at the stone wall and at the road side are all needs to be considered and provided.

VI. CONSIDERATION OF REQUESTS TO USE THE PAC

Mr. Piecuch made a motion to recommend that the BOS approve the request of the Hydrocephalus Association to use the PAC for a Walk to be held on Sunday, September 25, 2011, provided that the organizers pay any costs incurred and that they obtain the proper Town permits, including a Public Gathering Permit. The motion was seconded by Janet Goman. It passed unanimously.

Mr. Piecuch made a motion to recommend that the BOS approve the request of the Tour Devita to use the PAC on September 19 provided they sign a license agreement in a form acceptable to the Town Attorney, pay a fee of \$8,000 and they obtain the necessary Simsbury Public Gathering Permit. Mr. Jansen seconded the motion. It passed unanimously.

VII. OLD BUSINESS

The PAC Board discussed the following subjects:

Status of Alcohol RFP

RFP – issued; responses due in late March.

Status of 501 3 (c) development:

The new non-profit, PAC, Inc. has been formed to raise money for the PAC. It needs \$850 to file with the IRS for charitable, tax deductible non-profit status.

Mr. Piecuch made a motion that the PAC Board approve the use of \$850 from the PAC Special Revenue Fund to pay the IRS Filing Fee for the 501c3 Application. Ms. Lawson seconded the motion. It passed unanimously.

When we could/ should expect to review our financial statements?

Mr. Ryan will obtain a monthly transaction list for the PAC Special Revenue fund.

Status of barn rebuild and tool replacement for Nick. Where does the HSO stand on this?

The barn is on schedule. HSO reimbursement for destroyed goods is somewhat in flux. Some things they want replaced; others they want to be paid cash for.

Any feedback from the HSO on our manager change?

The HSO is happy with Tom's attention to their needs.

The meeting adjourned at 8:20 PM.