

# Performing Arts Center Board Minutes 04/12/2012

Simsbury Performing Arts Center Board

April 12, 2012

DRAFT Minutes

I CALL TO ORDER:

Mr. Hensley called the meeting to order at 7:01 pm. Present were PAC Board members: Bob Hensley; Ferg Jansen; Ross Herlands; Janet Goman; Cathy Barnard; Tom Vincent (PAC Manager); Nick Buccarella (PAC Site Manager) and Gerry Toner (Director Park and Recreation). Visitors included: Mary Glassman (First Selectman); John Hampton (Deputy First Selectman); Lisa Heavner (Selectman) and Joan Coe.

II REVIEW AND APPROVAL OF MINUTES:

Mr. Jansen made a motion to approve the minutes of the February 18, 2012 minutes. Ms. Barnard seconded the motion. The motion passed unanimously.

III FACILITY USE REQUESTS

Mr. Toner gave the Board an updated spreadsheet listing all the upcoming events and their status

Hopmeadow Nursery School

- Requesting the use of the grassy area in front the stage for their year end celebration. This celebration is for 39 students and their families and teachers
- The event will run from Noon to 1:30 pm
- Ms. Barnard made a motion to approve the use of the facility by Hopmeadow Nursery School on May 30, 2012 from Noon to 1:30pm. Mr. Jansen seconded the motion. It passed unanimously.

Chamber of Commerce Good Morning Breakfast

- Mr. Vincent presented the idea of hosting this event to give the PAC Board the opportunity to promote the Talcott Mountain Music Festival and Septemberfest.
- The PAC Board hosted this event last year and it was very well attended (about 67 people according to Mr. Vincent's

estimates).

- The approximate cost will be \$100
- The event will run from 8 to 9:30 am.
- Mr. Jansen made a motion to allow the PAC Board to host the Chamber of Commerce Good Morning Breakfast on May 30, 2012. Ms. Barnard seconded the motion. It passed unanimously.

#### Simsbury High School Graduation

Mr. Vincent informed the PAC Board that the Board of Education has decided that the Simsbury High School Graduation has been set for June 15, 2012 at 6pm. There is no rain date.

Ms. Goman made a motion that the PAC Board approve the use of the PAC Facility for the Simsbury High School Graduation on June 15, 2012. Mr. Herlands seconded the motion. It passed unanimously.

#### Sousa Festival/Jazz Festival

- Mr. Vincent confirmed that these have been cancelled for this year.

#### Talcott Mountain Music Festival

- Mr. Vincent reported that the Hartford Symphony has reserved space on Hopmeadow Street for their banner and that he has submitted their Public Gathering Permit request.

#### Septemberfest

- Mr. Vincent reported that the only thing pending on this was the final approval of the event by the Board of Selectman. No date was given as to when this approval will be requested.

#### Fidelco Guide Dog Event

- Mr. Vincent reported that he has met with the organizers of this event and that the details and timeline for the event are still being put together. He requested that the PAC Board approve the event for September 23, 2012.

- Ms. Barnard made the motion to approve the Fidelco Guide Dog Event on September 23, 2012. Mr. Herlands seconded the motion. It passed unanimously

- There was a discussion about the fee to be charge to Fidelco for this event. Mr. Vincent suggested \$1000. Ms. Barnard made a motion that the Fidelco Guide Dog Foundation be charged \$1000 for the event to be held on September 23, 2012. Mr.

Herlands seconded the motion. It passed unanimously.

#### Deposit Policy For Using The PAC Facility

- Mr. Hensley led a discussion on when a deposit should be made for use on the facility and how much that deposit it should be. It was decided that a \$500 deposit would requested for all events unless Mr. Toner and Mr. Vincent both agree it should be waived.
- Mr. Hensley made the motion that the PAC Board would require a \$500 refundable security deposit for events using the PAC Facility unless the deposit was waived by Mr. Toner and Mr. Vincent. Mr. Toner and Mr. Vincent are authorized to waive the fee without first consulting the PAC Board. The PAC Board, however, can overturn the waiver at the next PAC Board meeting if the Board deems it necessary. Mr. Herlands seconded the motion. It passed unanimously.
- Mr. Hensley requested that the Rotary Club be billed for their \$500 deposit for their upcoming event.

#### Stunt Bike Performance

- Mr. Toner reported that he had been contacted by Steve Mitchell about using the PAC Facility parking area for the stunt bike performance on May 6, 2012. It was agreed that before the Board would consider this event, Mr. Mitchell would have to meet with Mr. Vincent and discuss the event with him.

#### IV MANAGER'S REPORT

Mr. Vincent reported that he, Mr. Hensley and Mr. Jansen all attended a recent Chamber of Commerce event to promote both the Talcott Mountain Music Festival (TMMF) and Septemberfest.

The TMMF donated one pair of tickets which were given away during the event.

The date for the fireworks display during the TMMF has been set as has been the date when the ticket booth will arrive and be hooked up.

Five hundred VIP Parking Passes (100 for each TMMF performance) have been printed.

- The cost for each parking pass is \$10 and it allows the purchaser to park behind the facility.
- \$7.50 of each parking pass sold goes back to the PAC

## Board

- The Board agreed that there needs to be a bigger effort to promote these passes since they rarely sell out and the money made goes to the PAC Board.

Mr. Vincent met with the Hartford Symphony and got samples of their brochures. He noted that the fee listed on the brochure states a 50 cent charge for children when it should be one dollar. Mary Glassman suggested that the Park and Recreation Department and the Town of Simsbury use their email system to help generate publicity for the upcoming season and to promote the different discount packages being offered.

Mr. Vincent reported that the Hartford Symphony's first payment was due on November 1, 2011. It was paid late in the amount of \$16,900. The next payment was due in March 2012 and has yet to be received.

Mr. Jansen requested that the Hartford Symphony allow the PAC Board to review all publication concerning the TMMF before they go to press next year to avoid any more mistakes.

Mr. Vincent is still pursuing the idea of getting additional concerts to use the PAC Facility before the TMMF begins and between the end of the TMMF season and Septemberfest.

- The McLovins have shown interest in performing again as did the Peggy Lee / Benny Goodman Tribute Band. Mr. Vincent is looking into the possibility of getting sponsors for these events.

## V. FINANCE REPORT

Mr. Vincent reported that the Hartford Symphony is more than thirty days late with its March 2012 payment

- It was decided that the PAC Board would reach out to the Hartford Symphony to get an update on the money situation and to make sure the new members of the Hartford Symphony team, of which there are many, and the PAC Board are on the same page regarding how to move forward with the upcoming season. Mr. Jansen suggested devising a one page contract summary of terms to present to the Hartford Symphony.

It was also reported by Mr. Hensley that people have difficulty finding the PAC Board Office and suggested that a sign be supplied to make it easier.

## VI. CONSULTANT SELECTION

Mr. Hensley reported on how impressed the Consultant Selection Sub-Committee was with Webb Management. The sub-committee checked Webb's references and found they received very good reviews from their previous clients.

Mr. Jansen made the motion that the PAC Board hire Webb Management to provide consulting services to the PAC Board. Mr. Herlands seconded the motion. The motion passed with 4 yes votes and 1 no vote.

Ms. Glassman suggested that the PAC Board come up with a list of stake holders and documents that the PAC Board may need from the Town of Simsbury in order to have this organized when Webb Management begins.

## VII. FUTURE TOPICS OF DISCUSSION

- It was agreed that the following topics need to be addressed at a future PAC Board Meeting
- Main Street Vendor Contract
- The pricing of police coverage for various events
- TMMF cancellation policy
- Whether or not there should be fees required to hang banners over Hopmeadow Street or Iron Horse Boulevard
- Clarification of the banner policy for Iron Horse Boulevard

## VIII. ADJOURNMENT

Ms. Goman moved for adjournment at 8:42 pm. Mr. Hensley seconded the motion. The motion passed unanimously.