

Performing Arts Center Board Minutes 07/10/2008

SIMSBURY PERFORMING ARTS CENTER BOARD
JULY 10, 2008
REGULAR MEETING

I. CALL TO ORDER

David Ryan called the regular meeting of the Simsbury Performing Arts Center Board to order at 7:32 a.m. at Room 103, Simsbury Town Hall. In addition to Mr. Ryan, the following members were present: Leo Collins, John Paddock, and Greg Piecuch. Also in attendance were Jerry Toner, Director of Parks & Recreation, Keith Distel, Venue Manager, Mary Glassman, First Selectman, and Liz Banco, Tourism Committee.

II. APPROVAL OF MINUTES OF JUNE 12, 2008

Mr. Piecuch made a motion to approve the minutes of June 12, 2008. Mr. Paddock seconded the motion. The motion carried unanimously.

III. OFFICIAL NAME - PERFORMING ARTS CENTER AT SIMSBURY MEADOWS

Mr. Ryan asked for consensus that the official name of the venue is the Performing Arts Center at Simsbury Meadows. All in attendance were in agreement.

IV. WEBSITE CONTRIBUTION ACTION

Mr. Ryan noted that Performing Arts Center's website still included a link to make contributions in return for a brick at the venue. He reported that, over the last couple years, only a handful of contributions have come in. In recognition that this particular fundraising phase had completed, Mr. Ryan suggested that this page be removed from the website.

Mr. Piecuch made a motion to authorize the IT staff to remove the "Contribute" link from the website's home page. Mr. Paddock seconded the motion. The motion carried unanimously.

V. POLICY FORMULATION, POLICY FORMAT AND PUBLICATION

The Board discussed the need to have specific policies in place to govern the use of the facility. It was agreed that subcommittees would be formed in order to draft the specific policies and then bring these drafts back to the entire Board for review and discussion.

VI. APPROVAL PROCEDURE AND APPEAL

It was agreed that the Board would adopt the policies and procedures, subject to further approval or modification by the Board of Selectmen. Likewise, to the extent any particular user of the facility sought a variance or departure from those policies and procedures, the Board would be the body that would, in the first instance, address such a request. To the extent the user sought to "appeal" a decision, it would be brought to the Board of Selectmen.

VII. NEEDED POLICIES

The Board discussed the need for the following policies, and the indicated individuals were assigned the task of writing drafts:

(a) Classes of Users and Terms of Use. It was acknowledged that users of the facility fall into a variety of different classes. For example, for-profit versus non-profit groups. Alternatively, it may make more sense to categorize users by the size of the proposed event. The Symphony is, in many respects, a class in and of itself. In any event, it was agreed that the Board should have a questionnaire sheet in order to gather information from the user about the intended use, and that based upon the responses thereto, a certain set of pre-established policies should govern that user's use of the facility.

(b) Guidelines for Acceptable Use. It was briefly noted that there may be a universal set of permitted and prohibited uses, and if so, that it should be reduced to writing. This task was unassigned.

(c) Hours and Noise Standards. The Board members noted that there have been few noise complaints. However, with increased use of the facility, and by potentially more diverse groups, it was agreed that a set of hours and noise standards may be needed.

(d) Concessions. Consistent with the goal of increasing revenue sources, it was agreed that concessions would be one of the important areas to be explored. In particular, the Board must address who is splitting concession revenue and at what percentages.

(e) Other. Other potential issues were briefly discussed, including coming up with a process to facilitate issuance of public gathering permits, as well as a policy to deal with comp tickets offered to the town. Establishment of parking areas, an optimal level of use and how to resolve scheduling conflicts were also discussed. These issues were tabled.

VIII. PRIORITY ASSIGNMENT AND DRAFTING

Classes of users and terms of use were assigned to Mrs, Goman and Mr. Piecuch. Hours and noise standards was assigned to Mr. Sharaf. Concessions was assigned to Mr. Paddock.

IX. ANNUAL OPERATING PLAN

X. DISCUSSION OF ANNUAL REPORT – CONTENT AND TIMING

The Board's goal is to issue what is essentially a business report, including profit & loss statements and a balance sheet. This report should be drafted by November in order to be submitted to the Board of Selectmen by December. This report will be integral to the Board's objectives as stated in the resolution creating the Board.

XI. CURRENT SEASON ISSUES

Mr. Distal reported few issues with the current season. The only matter of note was some zoning problems associated with promoters' signs being put up around town without approval.

XII. SCHEDULE FOR CAPITAL AND RESERVE FUND ACTIONS

It was agreed that this matter would be revisited in October.

XIII. ADJOURNMENT

Mr. Ryan moved to adjourn at approximately 8:30 a.m. Mr. Paddock seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Gregory W. Piecuch