BOARD OF SELECTMEN MEETING
AGENDA SUBMISSION FORM

1. **Date of submission:** October 24, 2013

2. **Date of Board Meeting:** October 27, 2013

3. **Individual or Entity making the submission:**

   Gerard G. Toner, Director of Culture, Parks and Recreation

4. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
   The Individual or Entity making the submission requests that the Board of Selectmen:

   Accept the Simsbury Meadows Performing Arts Center financial report for 2013, as approved by the PAC Board at their October 23 meeting.

5. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

   Gerard G. Toner, Director of Culture, Parks and Recreation
   860-408-4682
   gtoner@simsbury-ct.gov

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tcooke@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 – 7:00 Monday
8:30 – 4:30 Tuesday through Friday

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any <u>additional</u> information in an attached memorandum.):

At a special meeting on October 23, the Performing Arts Center reviewed the attached financial report prepared by Deb Sweeney of the town's Finance Department. Discussion centered on allocation of the Manager's salary across all PAC events.

The PAC Board voted unanimously to present the financials with expense allocations as agreed upon and shown in the statements from the Finance Department dated October 22, 2013.

7. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):
   The following documents are included with this submission and attached hereto:

1. PAC finance report as prepared by the Finance Department and approved by the PAC Board.

2. Minutes from the October 23 PAC Board meeting.

DRAFT

Minutes
Special Meeting : Simsbury Meadows Performing Arts Board
Simsbury Town Hall Main Meeting Room 8:00 AM, October 23, 2013

Present: Robert Hensley, Gerry Toner, Tom Cooke, Cathy Barnard (until 8:25AM), Tim Pusch, Ed Kubasek, Ferg Jansen, Mike Pendergast(by phone)

CALLED TO ORDER: 8 AM by Chairman Hensley

1. The only agenda item was the review and possible action on the 2013 PAC Financial Report

2. Mr. Hensley gave an overview and update on Financials, the result of comparisons between the Town Finance Department and the PAC Manager's #s, adjustments made on both sides with input from Mr. Toner and Mr. Cooke as well as the meeting held Monday with Deb Sweeney of the Finance Department, Hensley, Toner, Cooke, and Jansen

3. The Board's sole charge is to report actual #s to the Board of Selectmen and honor the Manager's contract.

4. Discussion centered mainly on allocation of the Manager's $19,800 salary on a fair basis.... 10 units weighted as follows:
    5 units TMMF
    2 units (1 each Harry Connick, Jr and Emmy Lou Harris)
    3 units SEPTEMBERFEST

5. Allocation of Sponsor payments was also discussed and no action resulted.

6. It was agreed that, going forward, having one set of books on an Annual basis will greatly simplify the process for the PAC 501C3 and the Town of Simsbury

7. Jansen moved and Kubasek seconded a motion: "To present the Financials with expense allocations as agreed upon and shown in the statements from the Finance Department dated 10-22-13. The motion was approved unanimously.

ADJOURNMENT: 9:05 AM on a motion by Pusch and second by Hensley