

THOMASTON OPERA HOUSE COMMISSION SPECIAL MEETING – 14 January 2010

In attendance: Commissioners Richard Chandon, Marie Galbraith, Matthew Kamens, Lucille Killiany, Barbara Piscopo, Chip Quinn, Becky Skinner, Aaron Thibault, and Julianne Torrence
Also present: Managing Director Sharon Wilcox; Production Manager Ian Diedrich; Robbie Piazzaroli, Reporter for *Town Times*; Selectmen Ed Mone, John Scheppard, and Bruce Barrett (arrived during meeting), other members of the public.

Chairperson Aaron Thibault called the meeting to order at 7:02 pm. This Special Meeting was called to allow members of the Commission to attend a Freedom of Information workshop on 21 January at the same time as the regularly scheduled meeting.

Correspondence: A check was received from the Railroad Museum of New England, Inc. in the amount of \$1930. The Board of Directors of the museum agreed to split the revenues from the "Northern Lights Express" excursions during Light Up the Town with the Opera House. Sharon has written a thank you, and Becky will also send one from the Commission. Senator Kane acknowledged the Commission's expression of appreciation for his role in acquiring the grant from the Commission of Culture and Tourism and emphasized his support of the Opera House.

Minutes of previous meeting: On a motion by Lucille Killiany, seconded by Barbara Piscopo, the Commission approved the minutes for the 10 December meeting.

Managing Director: Report attached to minutes filed with Town Clerk. On a motion by Lucille Killiany, seconded by Chip Quinn, the Managing Director's report was accepted.

Treasurer's report: The report the Commission received by e-mail from Sue Smith (also filed with minutes) does not include December revenues due to a problem with the Theatre Manager software, which is being addressed.

Building: Lucille Killiany reported that the Town Hall Building Committee has not met since the resignation of Scott Simpson.

Fiscal Policy/Budget: The committee is working on both a 6-month and 12-month budget for fiscal year beginning 1 July 2010.

Scholarship: Thomaston High School and the Waterbury Arts Magnet School have been notified that the Commission will be accepting applications for the scholarship this year.

Audit: The Audit Committee reviewed the audit report in detail. Many of the issues identified in the audit have already been resolved through the use of Theatre Manager software. Policies are being developed.

Safe Child Policy: A copy of the draft policy was re-submitted to the Board of Selectmen on 14 January.

Strategic Planning/Bylaws Committee: Meetings will resume on 20 January.

Old Business:

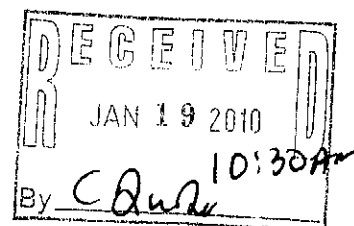
Audit: The audit report will be posted on the town website. There was discussion of the information in the audit related to commissions paid to the former executive director for program ad sales. Chip Quinn moved that the Commission recommend that the Selectmen review the audit report for the possible need for further steps such as looking into whether money could be recouped. Matt Kamens seconded the motion. After discussion, Chip amended the motion to state that the Commission recommend that the Board of Finance review the audit report, since it is addressed to them, for the possible need for further steps such as looking into whether money could be recouped, and that the Commission recommends consultation with the Town Attorney. Julianne seconded the amendment. The amended motion passed (voting no: L. Killiany and B. Piscopo).

New Business: There was discussion of the future operational structure of the Opera House.

Public Comment: Members of the audience spoke, asking questions about and expressing their views on the operational structure of the Opera House and the relationship between the Opera House Commission and the Selectmen.

Respectfully submitted,


Rebecca (Becky) Skinner, Secretary



- **THEATRE/PROP RENTALS**

- I have attached the box office report for the CONNECTICUT DANCE THEATRE. When all was said and done the TOH received a total of **\$2,350.44** (including rental deposit not shown on box office report.
- I rescheduled the MISS LITCHFIELD COUNTY PAGEANT for Saturday, January 23rd. The fee for this rental event is **\$1750.00**
- We have rented out the “Audrey II” (the plant from LITTLE SHOP OF HORRORS) to Wooster School in Danbury for their production in February. The rental fee on the plant is **\$700.00**.
- I have secured a third rental event on Wednesday, June 2, 2010 - Snam Kaur Sacred Music Concert (Yoga Meditation Music) for **\$1200.00 plus \$3.00 (\$2.00 ticket fees/\$1.00 to restoration account)** on each ticket sold. Bret DuBack (who is the promoter/renter) has done these types of concerts around the area and gets approximately 300 people to attend.

- **PIANO RECITAL SERIES**

- **ANN SCHEIN** will be performing at the TOH on Sunday, February 21, 2010 at 2:00pm. We have sold 6 tickets so far. This is a test event for us as we will have a show going on in the smaller theatre at the same time.
- I have generated a list of all the patrons who purchased tickets to past piano events. The Regional Board will be assisting in making phone calls to prior ticket holders to notify them of the event. Any other thoughts for promoting the event are welcome!

- **UPCOMING PRODUCTIONS**

- **FOREVER PLAID** January 29 - February 7, 2010 – visit the website for our sneak peak video blog!
 - Postcards for this event went out last week and we are already seeing an increase in sales at the box office on the production. We got the printing of the postcards donated on this production so that has helped to reduce the production costs!
- **GLENGARRY GLEN ROSS** February 19 - 28, 2010 in the arts center. Video blog coming soon!
- **A FUNNY THING HAPPENED ON THE WAY TO THE FORUM** March 13 – 28, 2010. Rehearsals are underway and the cast we have assembled is fantastic!
- **WEST SIDE STORY (Regional Drama Club Production)** Auditions were completed last evening and rehearsals will start January 24th. We had over 50 talented young people audition and have 32 in the cast!
 - We will be doing a special program ad sale for this event for parents/supporters of the students – this program insert will be printed in-house (keeping costs to a minimum so that the maximum amount of revenue from these booster ads can be used to offset production costs)

THOMASTON OPERA HOUSE

158 Main Street, Thomaston, CT 06787
 Office (860) 283-8558 • Fax (860) 283-0314
sawilcox@thomastonoperahouse.org
www.thomastonoperahouse.org

CONNECTICUT DANCE THEATRE CLARA & THE NUTCRACKER: Journey Around The World Box Office Report

Performances: Saturday, December 19, 2009 & Sunday, December 20, 2009

Performance	# Tickets Sold	Price	Discount	Gross	Ticket Fees	Total Collected
12/19/09 1:00pm	154	\$3,080.00	\$40.00*	\$3,040.00	\$304.00	\$3,344.00
12/19/09 5:00pm	128	\$2,560.00		\$2,560.00	\$256.00	\$2,816.00
12/20/09 1:00pm	140	\$2,786.00		\$2,786.00	\$280.00	\$3,066.00
Totals	422	\$8,426.00	\$40.00*	\$8,386.00	\$840.00	\$9,226.00

*Discount reflects gift certificate turned in for two tickets courtesy of CDT.

Total Ticket Sales Collected **\$9,226.00**

Less:

- Ticket Fees (840.00)
- Balance Due on Theatre Rental (1,050.00)
- Supplies for Confetti Cannons (95.44)
- 500 Posters/5000 Flyers (165.00)

Total Due Connecticut Dance Theatre **\$7,075.56**

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CONNECTICUT VALLEY THEATRE ORGAN SOCIETY

Holiday Theatre Organ Pops Concert Box Office Report

Performance: Saturday, November 28, 2009 at 2:00pm

Type of Ticket Promotion	# of Tickets Sold	Price Per Ticket (Less Ticket Fees)	Total Sale	Ticket Fees	Total Collected
2 for 1 Advance Promo (Take Part Card)	7	\$9.50	\$66.50	\$14.00	\$80.50
Comp General (Redeemed CVTOS Gift Certificate from M. Sibley)	2	\$0.00 <i>(No monies were collected by TOH for these tickets)</i>	\$0.00 <i>(No monies were collected by TOH for these tickets)</i>	\$0.00 <i>(No monies were collected by TOH for these tickets)</i>	\$0.00 <i>(No monies were collected by TOH for these tickets)</i>
CVTOS Prepaid Tickets (Holiday Meal Combo set up by Alan Miller)	20	\$0.00 <i>(No monies were collected by TOH for these tickets)</i>	\$0.00 <i>(No monies were collected by TOH for these tickets)</i>	\$0.00 <i>(No monies were collected by TOH for these tickets)</i>	\$0.00 <i>(No monies were collected by TOH for these tickets)</i>
CVTOS Child Ticket	38	\$6.00	\$228.00	\$76.00	\$304.00
CVTOS Before Event Sales	133	\$17.00	\$2,261.00	\$133.00*	\$2,394.00
CVTOS Door	6	\$19.00	\$114.00	\$6.00*	\$120.00
TOTALS	206	\$2,669.50	\$2,669.50	\$229.00	\$2,898.50

*Unsure why these Ticket Fee Amounts are only \$1.00 per ticket. \$2.00 per ticket is the standard charge. Jeff did the setup on this concert in the computer. In the future, all tickets will be assessed a \$2.00 ticket fee plus a \$1.00 Restoration Fee that will come directly to TOH (including Comp or Prepaid Tickets)

Total Ticket Sales Collected **\$2,898.50**

Thomaston Opera House Expenses

- Ticket Fees to TOH (229.00)
- Custom Postcards & Posters (375.00)
- Mail List Preparation (49.95)
- Postage for Postcard Bulk Mailing† (165.54)
- 2 Exterior Posters (24.00)
- Playbill Inserts (60.00)
- TOH Profit after CVTOS Expenses (187.20)

Total TOH Expenses on Concert **\$ 1,090.69**

Ticket Sale Balance to CVTOS **\$1,807.81**

† Mailing was processed in-house this time so no outside mail processing fees were incurred.

ORGAN CONCERT BALANCE SHEET

John Lauter Thomaston Opera House Nov. 28, 2009

	No.	\$	SUB TOTAL	BALANCE
ADVANCE SALES				
	Tickets			
Adult	133	\$ 17.00	2,261.00	\$ 2,261.00
Students		\$ 6.00	-	\$ 2,261.00
21 Tickets	7	\$ 9.50	66.50	\$ 2,327.50
Group			-	\$ 2,327.50
			-	\$ 2,327.50
DOOR SALES				
Adult	6	\$ 19.00	114.00	\$ 2,441.50
Students	38	\$ 6.00	228.00	\$ 2,669.50
Complimentary Miller	22	\$ -	-	\$ 2,669.50
Total Tickets Sold (less Comp.)	206		-	\$ 2,669.50
Donations	1	\$ 20.00	20.00	\$ 2,689.50
ARTIST FEE				
Performance Fee		\$ 1,000.00		\$ 1,689.50
Travel Expenses		\$ 318.00		\$ 1,371.50
Vocalist				\$ 1,371.50
ADVERTISING				
Ticket Fees to TOH	\$ 229.00			\$ 1,142.50
Postcards & Posters	\$ 375.00			\$ 767.50
Mail List Preparation	\$ 49.95			\$ 717.55
Postage Bulk Mailing	\$ 165.54			\$ 552.01
2 Exterior Posters	\$ 24.00			\$ 528.01
Playbill Inserts	\$ 60.00			\$ 468.01
				\$ 468.01
Opera House 40%		\$ 187.20		\$ 280.81
CVTOS Profit (Loss)				\$ 280.81

THOMASTON OPERA HOUSE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED NOVEMBER 30, 2010

	Production	Restoration	Combined
REVENUES:			
Sales- Box Office	\$ 102,546		\$ 102,546
Sales- Box Office-Educational Productions			\$ -
Sales- Box Office Services	\$ 897		\$ 897
Sales- Program Ads.....	\$ 4,518		\$ 4,518
Sales- Sponsors.....	\$ 750		\$ 750
Sales- Ticketing Fees.....	\$ 14,016		\$ 14,016
Sales-Printing Services.....	\$ 690		\$ 690
Intergovernmental.....			\$ -
Income from investments.....		\$ 61	\$ 61
Fundraiser proceeds.....	\$ 3,988	\$ 544	\$ 4,532
Operating/capital contributions.....	\$ 10,234	\$ 1,250	\$ 11,484
Rental of Theatre.....			\$ -
Rental of Equipment.....			\$ -
Reimbursed Expenses.....	\$ 399		\$ 399
Commissions & Gift Shop.....	\$ 10,022		\$ 10,022
Other.....			\$ -
TOTAL REVENUES.....	\$ 148,059	\$ 1,855	\$ 149,914
BUDGET.....	\$ 502,750	\$ -	\$ 502,750
Percentage Collected	29%		30%
EXPENDITURES:			
Salaries & Wages	\$ 54,314		\$ 54,314
Health Insurance	\$ 16,644		\$ 16,644
Prof & technical services-Data Processing	\$ 1,113		\$ 1,113
Prof & technical services-other	\$ 600		\$ 600
Custodial			\$ -
Contracted Repairs & Maint-Other	\$ 1,447		\$ 1,447
Rental of Equipment	\$ 100		\$ 100
Telephone	\$ 3,062		\$ 3,062
Communication	\$ 889		\$ 889
Advertising	\$ 16,124		\$ 16,124
Printing & Binding	\$ 12,013		\$ 12,013
Association Dues Fees & permits	\$ 2,693		\$ 2,693
Travel	\$ -		\$ -
Bank Charges	\$ 4,013		\$ 4,013
General Supplies	\$ 3,181		\$ 3,181
Postage & Freight	\$ 4,435		\$ 4,435
Computer Equipment & Software	\$ 60		\$ 60
Machinery & Equipment	\$ 276		\$ 276
Building Improvements	\$ 74		\$ 74
Donation to other nonprofits / scholarships	\$ 200		\$ 200
Food/Beverage for resale	\$ 4,484		\$ 4,484
Other merchandise for resale	\$ 6,702		\$ 6,702
Sales Tax			\$ -
Production Expense-General	\$ 5,011		\$ 5,011
Production Expense-Rights & Royalties	\$ 20,386		\$ 20,386
Production Expense-Stipends	\$ 14,750		\$ 14,750
Production Expense-Costumes	\$ 3,362		\$ 3,362
Production Expense-Props, Sets & Materials	\$ 4,373		\$ 4,373
Production Expense-Lights	\$ 76		\$ 76
Production Expense-Sound	\$ 353		\$ 353
Meals	\$ 128		\$ 128
Fundraiser Expense	\$ 5,429		\$ 5,429
Bad Debt expense	\$ 695		\$ 695
Lease payment	\$ 4,890		\$ 4,890
TOTAL EXPENDITURES.....	\$ 191,876	\$ -	\$ 191,876
BUDGETED.....	\$ 443,778	\$ -	\$ 443,778
Percentage expended	43%		43%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	\$ (43,817)	\$ 1,855	\$ (41,962)
FUND BALANCES, JULY 1, 2009.....	\$ (136,063)	\$ 21,937	\$ (114,126)
FUND BALANCES, NOV 30, 2010.....	\$ (179,880)	\$ 23,792	\$ (156,088)
Loan From General Fund 11/30/09	<u>\$ 198,427</u>		
Loan From General Fund 12/31/08	<u>\$ 168,135</u>		
Loan From General Fund 1/12/10	<u>\$ 177,641</u>		