

Pittsfield Community Theatre
Meeting Minutes 6/12/2019
Municipal Building Town Council Chambers

- Call to order: 1802
- Roll call: Ann Mathews, Amber Quint, Jennifer Watson, Jaime Jensen, Kathryn Ruth
 - Excused absence: Jim Cianchette, Patty Barry, Jerrylynn Perkins
 - Peg Gray and Ann Mathews met. Per Ann, it was Peg's understanding that due to her having 3 unexcused absences she was automatically removed from the committee. This was a policy the committee had written a few years ago. Peg apologized that she did not write a letter to resign as she thought she was automatically removed. She will try to find this and other committee policies.
- Welcome to the new theatre manager Jaime Jensen
 - The other co-manager, Donna R, shadowed the position for a few days and decided to resign
- Adoptions of the last weeks minutes: tabled due to not having a quorum
- Old Business
 - Egg Festival. Jennifer contacted Crystal Chute with the Egg Festival Committee regarding:
 - Street dance
 - We will need to send a list of items we would like to submit to the Egg Festival Committee to sell: Popcorn, glow sticks, pudding. They will let us know what items we will be able to sell
 - Throwback Thursday Event
 - Egg Festival Committee has agreed that we can do this event and Crystal will place the ad in the Egg Festival booklet
 - Bicentennial committee has not responded to the email yet
- New Business
 - Thoughts from Jaime
 - What is max capacity of the theatre?
 - 261 seats
 - We typically only have 250 tickets to sell to allow for performers and last minute arrivals
 - How to we base ticket fees for events?
 - Depends on the event and if they have the same play/event elsewhere and what they are charging
 - Depends on how much we are paying for them
 - Volunteers
 - Can we recruit boy and girl scouts?
 - Kathryn informed Jaime that she need to check with the state regarding what their regulations are
 - Possibly 16 year old without a work permit, but not sure with volunteers
 - Current dress code: jeans, black t-shirt, athletic sneakers
 - Jaime would like to eliminate athletic sneakers and have it read closed toe professional shoe

- When the theatre is rented out for a private party can the host serve wine to their guests?
 - Kathryn states she will need to check into this
- Jaime's idea possible new events
 - Hairdressing fashion show
 - Battle of the bands
 - MCI slam poetry
 - Birthday parties
 - We will need to update the rental agreement
 - Other places buy and supply the pizza which is included in the fee
 - The host can bring in cake/dessert of their own
 - Check into a possible partnership with Dysarts or AE Robinson for pizza price
 - Live Auction
 - Amber will look into the Burnham Boys
- Jaime wants to call Pepsi and Coke to see who has the best price and if they can sponsor the soda
- Jaime would to get an ice machine, but will need a bigger table
- Jaime would like to have a survey monkey questionnaire
 - The town council has one available right now for their upcoming workshop
- Someone last night signed up to be a volunteer!
- Jill is going to stay on, but she requested to have Saturdays off
- Jaime is working on getting volunteers
- Crossroads event is not happening this Saturday
- Committee volunteer list for Saturdays
 - 6/15/19 – Ann
 - 6/22/19 – Jennifer
 - 6/29/19 – Will look for a volunteer
- Ann suggested focusing on first run movies during the summer and start booking events in the Fall as summer tends to be our best month for movies
- Patrick from Dover said Jaime can come shadow him to learn some pointers
- Policies for committee member involvement
 - Tabled until June 26, 2019
 - Please bring thoughts to discuss
- Amber
 - Do we still have Aquafina water in the Pepsi cooler?
 - We have switched brands. Ann donated 2 cases. Thank you!
- Jennifer
 - Will work on bringing a list of movies for the Throwback Thursday event to the next meeting
- Kathryn
 - The financial information for the end of May
 - End of May: Expense 49.8% has been spent
 - Revenue 42.6% collected

- There is a smaller problem with the furnace
 - Only the one company can work on the furnace
 - The company has been asked for an estimate for the new problem
 - Current balance in fundraising account for rehab of the theatre is \$10,120.49
 - Kathryn is in the process of setting up the new fundraising account to “fill the gap”
 - Players account has \$2,682.65
 - Ideas for the theatre:
 - Have a lighted “open sign” to alert the public that we are open
 - Have an “enter sign” on the door that is unlocked to help decrease confusion on what door to open
 - Place rope lighting under the marquee to increase outside lighting and visibility
 - Disposing of the marquee – Kathryn stated we could possibly work with the transfer station for disposal. We will need to look into it.
 - We have the card readers but spectrum needs to come back in to get them running
 - What is happening with the other theatre manager position
 - Kathryn will write a vague ad for an assistant/co-manager asap
- Next meeting set for Wednesday June 26, 2019 at 6 pm
- Adjourned: 1921