

Pittsfield Community Theater Finance Subcommittee
Meeting Minutes 1/18/2019
Pittsfield Public Library

- Meeting began at 1845
- Roll call: Jennifer Watson, Ann Mathews, Amber Quint, Jim Cianchette, and Rochelle Varney
- Rochelle discussed the 2018 budget, 2018 actual, and 2019 budget breakdowns. Discussed the revenue stream for 2018 for the movies.
- Discussed where ideas cuts might be made:
 - One part time employee and the theater manager during films
 - Are all employees logging their hours? This is to help document/support the expense as the actual was over the budget.
 - Do we need a landline telephone, could the theater have a cell phone
 - \$800 cleaning supply budget when 2018 actual was \$121
 - \$250 uniform budget when 2018 actual was \$66
 - Cut broker, saves \$3,640/year
 - Can we make cuts to concessions
 - Do we need all the different sizes of popcorn
 - Reduce how many different types of candy is offered
 - Reduce drinks offered to soda and bottle water
 - Can we purchase these items at a lesser cost ie. Amazon
 - We want to look at the receipts to see exactly how much of each item was sold and what sat on the shelf in order to make these recommendations and decisions
 - Ask the theater manager to start scanning the receipts if she is not already doing so
 - Hold off on cutting days the movie is shown until we can look at more years to find a trend of which night is typically the lowest audience
 - Monday night seems to be the busiest night, we could increase the ticket price to \$2
- Can we track which ticket was sold each night and make a spread sheet for easier tracking of trends
- For movie sponsorship do we want to have one set amount for the week to cover the cost of the movie to make it easier instead of trying to figure out each movie
 - Will need to look at this further to make recommendation on the number
 - Do we have information on tax refunds for donations
 - Do the sponsors want recognition for their sponsorship and what does that look like?
- Coupon fundraiser booklet – Rochelle was going to look into this to determine what a good price would be
- Amber had a question about what items have depreciation values and why they are not listed in the budget
- Meeting adjourned at 2100