

Pittsfield Community Theatre Committee
Meeting Minutes
3/27/2019

- Call to order: 1801
- Roll call: Ann Mathews, Amber Quint, Patty Barry, Jennifer Watson, Jerrylynn Perkins, Donna Dunphy
 - Dale Nichols informed the committee that she has decided to resign from the committee.
- Previous meeting minutes
 - Amber has started a schedule based on the job descriptions
 - Donna has a notebook for volunteer hours at the theatre
 - Ann looked up movies that would be appropriate for memorial day:
 - Flags of Our Fathers 2006, rated R
 - Pat Tillman movie
 - Maybe we can ask the American legion if they would like to sponsor the movie?
 - Motion to adopt the last meetings minutes was seconded. Vote: unanimous yes
- Old business:
 - Councilwoman Deb Billings came and gave a presentation to the committee
 - Recommendations included:
 - To become a 501c(3) without the town to be an arts and culture center. This will open up a lot of grant opportunities.
 - To get going on a capital campaign
 - Suggested we speak with Friends of the Library to see how they raised the money for the library
 - She provided a list of items the committee needs to provide to the town council by the town manager
 - She presented the idea for a “Star” on the wall for donors like the Hollywood stars
 - She guided us through the process for writing an order and asked it be emailed to her this evening to be placed on the town council’s agenda regarding the change in management positions.
 - As a committee we wrote the order:
 - "Ordered that the Town Council approve a change in the management position at the Pittsfield Community Theatre from one full time theatre manager to two part time positions to include a theatre manager and assistant theatre manager."
 - A motion to send the order as written to councilwomen Billings for the agenda was seconded. Vote: unanimous yes. Motion passed. Jennifer will email this to councilwomen Deb Billings.
 - Theatre manager’s report
 - Donna reports she has looked into concession prices and different vendors and the vendors she currently uses are the best option

- 2 part time employees, Maria and Nathaniel, gave their notice that they will be leaving
 - Has done an inventory of the theatre and taken it to Kathryn
 - Called Pepsi and found out what the cost is for the soda (how many cups are in a box) and made a spreadsheet for costs
 - Also made a spreadsheet for the costs of popcorn and candy
- New business
 - Jennifer Watson proposed a new event brought to her by Jessica Ouellette with SVH
 - SVH and Points North Institute would like to do a screening of the movie Recovery Boys with a Q&A after to help educate the community about the opioid crisis.
 - They have been showing this around Maine
 - They have the rights to the movie
 - Date: end of May beginning of June. They are ok with doing it on a Tuesday or Wednesday
 - It would be a free event for the community
 - They would like to donate a small popcorn for each person in attendance
 - Small costs \$3, will check to see how much they want
 - They are a non-profit so according to our current fee schedule they would not need to pay rent, but they have mentioned they would like to help support the theatre.
 - Motion for Jennifer to move forward with setting up this event was seconded. Vote: unanimous yes
 - Ann's report from Rangeley
 - Ann and Jim went to the theatre in Rangeley and Ann reported on how their operations work for ideas for our theatre:
 - Rangeley Friends of the Arts (RFA) merged with the local theatre
 - Only paid employees are the high school students for concessions
 - They don't have a movie every week especially in the winter
 - They have an art gallery
 - They said memberships are too much work they do a sponsorship booklet instead
 - For special events they have beer and wine license
 - Ann's report with Kiwanis
 - Asked if they would be interested in sponsoring the Christmas movie and they asked her to come to speak to them at their next meeting
 - Spaghetti dinner
 - Tabled for next meeting: fundraising for a sound system
 - Ann is going to do 50/50 raffle at the music event on Saturday
 - Amber's discussion:
 - School assembly for bike giveaway at school

- Every kid gets a prize and could we give some free movie passes
 - Motion to give 12 free passes to the school for this assembly was seconded. Vote: unanimous yes
 - Donna will bring these for Amber at the next meeting
- Donna will print the 20 free passes for Ann for the Kiwanis egg hunt at the next meeting
- Donna looked into the hot dog machine and what the state regulations are and we are able to sell them
- Discussion:
 - Ann suggested we look into public domain movies
 - Do these the week we have weekend booked up with other events
 - Tabled to discuss this at next meeting
 - Suggestion to put one of the extra theatre seats as the companion seat for the handicap seating
 - Donna will contact the town to bolt an extra seat in the disabled spot
 - AE Robinson bill of \$6,000 for fixing the pipes under the stage for boiler system
 - Jennifer: opinion that we need direction for a business plan. If the town will fund the theatre and wants to keep it next year or if they want the theatre to be a 501(c)3 we need to know before we can proceed with a business plan.
- Adjourned: 2045