

Pittsfield Community Theatre
Meeting Minutes 9/4/2019
Municipal Building Council Chambers

- Call to order: 1806
- Roll call: Ann Mathews, Amber Quint, Jennifer Watson, Jim Cianchette, Kathryn Ruth
 - Excused absence: Patty Barry, Jaime Jensen
- Reports:
 - Kathryn reporting on behalf of Jaime
 - Jaime has been to about 5 business for the Movie of the Week Campaign
 - One business has donated \$350 for the first week of Spider-Man and they wish to remain anonymous
 - Ann would like a list of businesses Jaime has visited so that she can assist in this task of asking for sponsorship
 - Kathryn suggests we divide up the businesses amongst the committee members
 - Jennifer will create a google document for all committee members to access that will have the business names, a place for people to sign up to contact them, and what dates the business will sponsor
 - Kathryn can pull the business lists from Newport and other towns for us to branch out as well
 - Jaime has asked to advertise the assistant manager position as a part time employee and Kathryn placed the ad in the Rolling Thunder
 - The band Muddy Ruckus wants a professional sound tech and she is working on this
- Questions from committee members
 - Ann
 - Do Kathryn and Jaime have weekly meetings?
 - Kathryn: Staff comes into the town office when they need something, there are no set weekly meetings
 - Have the outstanding accounts for the movies been paid?
 - Kathryn: Yes
 - Jim:
 - Is a tech coming to train Jaime on the projector and can committee members be trained as well?
 - Amber thinks this is happening in October
- New business
 - Any updates on burlesque show?
 - Jennifer can look into it
 - Ideas for other special events
 - We agree that pre-sales for tickets is best
 - Can we do this online?
 - Amber will see where Jaime is with Pete (Burnham Boys)
 - Updates on Ukulele Russ
 - Amber has been trying to contact him, but has not heard back

- Dean Neal for an MCI Christmas concert?
 - Jim believes that the Kiwanis would like to sponsor a holiday movie and will bring it up at their next meeting for the \$350 sponsorship price
 - Policies provided by Patty
 - The committee members will take these home and review before voting on them at the next meeting
 - Updates on the Assistant Manager position
 - Job description says “part time help” and not “assistant”
 - Ad ran in the Rolling Thunder
 - There have been 5 inquiries, but no one has returned the application yet
 - Advertised hours as “up to 25 hours/week”
 - Ann has the email of a woman at Husson who can send the ad out to students
 - Kathryn can get a digital copy of the ad for the theatre website as it has been taken down from the Town website
 - Theatre accounts
 - The books closed on 8/31/2019
 - Expenses estimate: \$81,743 (81.5%)
 - At the end of August \$18,622 left of our budget
 - This should get us to November
 - Revenue estimate for August: \$4,810
 - Fill the Gap account for August: \$495
 - Donation from the business
 - \$140 donation from PopOnOvers
 - \$2,119 total in the gap account
 - Fundraising/Renovations account is the same because nothing has been used
- Discussion
 - Estimate from Ames Associates for a full review and update of the numbers was over \$800
 - We agree we can’t spend this right now
 - Regarding the 2020 budget we need some guaranteed funding for next year to show the council
 - Kathryn will connect Michael and Jaime about the credit card machine being set up and running. She has seen a test run, so it should hopefully be set up soon
 - Is it possible to set up a PayPal account to take online donations?
 - Kathryn thinks we can set up an account in a local bank to link to PayPal to take donations, but she will need to look into this further
 - Ann has spoken with Chris McDonald, head of school at MCI, and he said to connect with the dorm heads to let them know what is going on at the theatre to help increase MCI students coming to the theatre
 - Amber will contact Nokomis and MCI JMG for volunteers
- Next meetings set for Wednesday September 18, October 9, and October 23 at 6 pm
- Adjourned 1904