

MINUTES
OPERA HOUSE COMMITTEE MEETING
June 19, 2018
3:00 PM
Municipal Building – Council Room

Present:

Jon Kimbell
Gene Rouse
Cara Mason
Mary Haley
Jim Preble

Absent:

Brad Adams
Jeff Hewett
Fred Liebfried

Others Present:

Dena Rich, Recording Secretary

1. Call Opera House Committee Meeting to order.

Jon Kimbell called the meeting to order at 3:00 p.m., quorum was met.

2. Chair's Report

No report from the Chair at this meeting.

3. Items by the Committee

No items by the Committee at this meeting.

4. Approve and sign Minutes for the following:

- **Opera House Meeting May 15, 2018**

Motion by Gene Rouse, seconded by Cara Mason to approve the May 15, 2018 meeting minutes as written. Vote 5-0, motion carried.

5. Discussion of Opera House Business Plan and addendums:

a. Draft Business Plan

Jon Kimbell asked the committee how they felt about the changes that he added to the Plan from our last meeting.

Gene Rouse said he felt they were very helpful.

Mary Haley said she liked the four bullet points on page 6 under Facility Control and Financial impact they are self-evident and easy to read.

Gene Rouse agreed with Mary Haley.

Jon Kimbell asked the committee if they had any further questions for information they would like to add into the Plan to get closer to a completed document.

Cara Mason said she had some questions after rereading through with the changes from the last meeting.

Cara Mason said on page 9 the section about “inadequate heating prohibits use in the winter”. Cara Mason said we use the Opera House in the winter we heat the space all winter when we have shows. She was confused about the inadequate heat she agreed that we definitely have the cooling problems.

Jon Kimbell said he remembers going to concert the DaPonte String Quartet and he said it was freezing in the Opera House, Jon said people in the audience were putting on their coats.

Cara Mason said that we have had shows were the boiler system had an issue and had a technician in working on it.

Jim Preble said he couldn't think of any issues with heating their dance studio does a Christmas show every year in the Opera House.

The Committee agreed to take the section out on page 9 about inadequate heating.

Cara Mason said on page 11 under Existing Dressing Rooms/Areas the two dressing rooms which are one-half flight down from stage level there is only one that is usable because the other is an emergency exit.

Jon Kimbell said then there is actually only currently two dressing rooms and two vestibules and that one of which could be converted to a temporary dressing room.

Cara Mason said on page 12 section 2.3 she has notes and information about the Sprinkler System.

Gene Rouse said on page 12 section 2.2 he was here for part of the 1978 renovations to the Opera House and he said he would call Pat Dickey. At the time Pat Dickey was heading up the fundraising for that project.

Cara Mason said on page 12 section 2.4 she had information from when she started in her position in 2009 to present, but her information doesn't have ticket sales.

Jon Kimbell asked about before 2009 any shows or performances that were held.

Cara Mason said that the records are retained for seven years then probably were shredded.

Gene Rouse said he could contact Pat Dickey and Diane Barnes to see if they had any information prior to 2009.

Jon Kimbell asked if the Library or the History House in Town might have some of this information as well.

Jon Kimbell said that funding agencies are gonna ask why did the shows stop coming and concerts slow down.

Cara Mason said what she had heard was a couple of groups who had concerts here and didn't sell well and try to do back to back shows and lost money.

Jon Kimbell said he had talked with Eric Thomas he said that it was just too much work for the concert people hauling the equipment up onto the stage and there was no help.

Cara Mason said also a couple of groups got in trouble because they had alcohol in the Opera House.

Cara Mason said on Page 13 and 14 looks like duplicate information, the bottom page of 13 starting with the bullet in addition is repeated in section 3.2 on page 14.

Jon Kimbell said he was trying to simplify the artistic program so it did not include some of the other collaborations that are taking place. Jon Kimbell said that will be deleted in section 3.2 on page 14.

Cara Mason said she had a question on page 16 there is stakeholders and she wondered why it wasn't under section 1.3 Facility Control and Financial Impact.

Jon Kimbell said his thinking is that this Committee is not going to control anything after the renovations are done. He felt it was going to be through the new producing entity and Cara Mason in terms of what is scheduled in the Opera House.

Cara Mason said she this is called the Opera House Committee not the Opera House Renovation Committee so it would have some impact in dealings with what happens in the Opera House.

Jon Kimbell said in his mind he had put in that section because he had thought this Committee was the Renovation Committee only. Jon Kimbell said maybe it should be moved. To do a chart of organization it would go this Committee, then Cara Mason, then the Producing Entity.

Gene Rouse said he sees the Committee below Cara Mason as Opera House Manger and pretty much working independent with Cara and only meet 2 or 3 times a year to go over the budget.

Jon Kimbell said then the information should then be moved to section 1.3.

Cara Mason also said there is just one typo on that page as well on page 16 at the bottom it should be Bradley's School of Dance, instead of Bradley School of Dance.

Cara Mason said on Page 21 there are some inconsistencies such as it saying 2017 on the Draft Budget.

Jon Kimbell asked what date do we think that should changed to?

Cara Mason suggested 2019.

Cara Mason said on page 23 she had a question about all the deposits what is the admin salaries? And who does that pay or what does it pay?

Jon Kimbell said it's a plugged figure he did not know what it would pay for, there would need to be some secretarial work for contracts and bookings and payments.

Cara Mason also asked at the bottom pf page 23 in section 6.3 necessary renovation in 2018, is that a realistic time frame.

Jon Kimbell said no probably not.

Gene Rouse said he had changed those on his paper from 2018 renovations to 2019 because it would be September before we heard anything back on the Energy Audit. He said he had also changed underwrite initial 2019 start-up to 2020 in that same sentence.

There was a brief discussion on delegation of information needed to be added into the Plan.

Jon Kimbell asked Dena Rich to have Jeff Hewett do a write up about the parking issues and possible solutions for the plan. The map that was attached to the agenda needed more explanation to go with it.

b. WesArts Opera House Producer Job Description

This document was not discussed during the meeting.

6. Discussion of List of Names for “Friends of the Opera House”

The Committee did not discuss adding anymore names to the list for “Friends of the Opera House” at this meeting.

7. Other Business

No Other Business at this meeting.

8. Upcoming topics for discussion at future meetings:

- **Discussion of a fundraising plan.**
- **Discussion of a business plan for the operation of the Opera House.**
- **Discussion of adopting the Somerset County Rural Cultural Plan as a guide for future use of cultural assets.**

These topics were touched on during meeting and will be discussed in more detail at future meetings.

Adjourn Skowhegan Opera House Committee’s Meeting.

Motion by Gene Rouse, seconded by Cara Mason to adjourn.