

TOWN THEATRE, INC.

May 24, 2016 Highland Municipal Building 6:30 p.m.

Pledge of Allegiance

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

Roll Call and Introduction

Present on roll call included the following Town Theatre Board Members: Keith Bruxvoort, Dawn Diamantopoulos, Matt Domasica, Bruce Leep, Michael Maloney, Tracy Oprea and Mary Shelton. Counsel for the Board present, absent. Cecile Petro, Redevelopment Director was also present, as well as Greg Kuzmar. Absent: Dan Dunn and Michael Griffin.

Minutes

Bruce Leep made a motion to accept the minutes as written for April 26, 2016 from the “regular meeting.” Michael Maloney seconded the motion. **Motion carried by unanimous voice vote.**

Draft Conflict of Interest Policy

All board members present reviewed the draft conflict of interest policy. Discussion was held regarding the same. Keith Bruxvoort made a motion to accept the Conflict of Interest Policy, subject to attorney approval. Michael Maloney seconded the motion. **Motion carried by unanimous voice vote.**

Timeline for Construction and Operations

A. Update on the Timeline for Construction and Operation.

Greg Kuzmar updated the board and advised the first phase of the design work for the Town Theatre was recently completed. Based upon the cost information from the architect, Morris Architects and Planners, of Chicago, the updated cost of work is in line with the 1.9 M to 2.5M range previously discussed. Morris’ extensive portfolio including well known venues such as the Steppenwolf, Lookingglass and Black Ensemble Theatres in Chicago has translated into a design that will provide a top notch facility that will greatly expand the capabilities of the old theatre. The resulting design will essentially provide a completely new auditorium space for the theatre, while maintaining the charm of the intermissions in the vintage expanded lobby, and preserve the landmark façade and marquee. The renovated theatre will feature a new roof, walls, and one-thousand square foot stage addition to accommodate a wide range of live performances that will compliment a state of the art cinema. The two buildings north of the theatre will house dressing rooms, restrooms and a refreshment/lounge area. Having construction crews on site to perform the work associated with the stage expansion makes it more cost effective, in the long run, to add new taller walls than to reinforce, upgrade and tuck point the old walls. Other benefits include safety upgrades including a new noncombustible roof structure, recommended by members of the Highland Fire Department, and structural upgrades that will meet the latest mandatory building code requirements for earthquake and tornado/wind

resistance. The final two phases of the design will begin to provide further definition and specification of the many specialized features associated with theatre buildings including video, audio, acoustics, equipment, fixtures and finishes. The architects are ready to begin the second phase of the design which is scheduled to be completed this summer. The renovated theatre is featured as a centerpiece in plans developed by the Redevelopment Commission to attract complementary private development to expand the downtown with an arts and cultural theme.

B. Town Theatre Operations – Progress of Committees

I. By-laws. Nothing to report.

II. Nominating Committee: Nothing to report.

III. Volunteer

a. Nothing to report

b. Exploring Program. Dawn Diamantopoulos advised there will be an explorer's meeting next week. To get the word out to the youth, Matt will try and have the information put on the High School's Twitter account.

Volunteer Committee:

Not updated.

Programming Committee: A chair is needed for the programming committee. Cecile Petro is going to go through the volunteer list to get an idea of who might be interested.

Membership:

We have 531 members and have raised \$20,669.00 in membership fees.

Membership Committee:

Tracy Oprea advised - nothing to report at this time until Membership is able to proceed with an event and/or membership drive.

Technical Operations:

Nothing to report.

General Operations:

Nothing to report.

Maintenance:

Nothing to report.

Finance:

Remains the same as last month. The balance is \$41,514.96.

Publicity/Marketing/Website/Social Media

We have over 1,000 likes on our Facebook Page.

Fundraising:

Sell-A-Seat Program: Dan Dunn was absent.

Open to the Public: Nothing to report.

Adjournment:

Tracy Oprea made a motion to adjourn the meeting and Keith Bruxvoort seconded the same.
Meeting adjourned at 7:20 p.m.

Next Meeting: The next meeting is scheduled for June 28, 2016 2016 at 6:30 p.m.

Respectfully submitted,

Tracy S. Oprea, Secretary
Town Theatre, Inc.