

## **THPT Minutes for August 26, 2013 Meeting.**

Submitted by Travis Lipinski

Held at The Torrington Historical Society's carriage house, Main Street.

President Ed Cook called the meeting to order promptly at 6:30. Board members in attendance were, Ed Cook, Ed Cannata, Linda Beyus, Bruno Bagnaschi, Mark McEachern, Marc Trivella, Travis Lipinski, John Manson, Bobbi Boe, Mike Boe, and Tom Ethier. Clarice Tronina, member of the marketing committee, was also present.

### **Acceptance of minutes**

Printed copies of the previous meeting minutes of 8/5/13. Tom Ethier made a motion to accept the minutes of previous meeting; Bobbi Boe seconded the motion, which was approved.

### **Marketing Update**

9/28 BROWN event discussed in detail. Collectively members, Linda Beyus, Ed Cook, Ed Cannata, Clarice Tronina, and Tom Ethier discussed the event room set up.

Easels, photos, artifacts, open sign, free standing stool and our banner were items felt needed.

Clarice clarified the set up and location of band.

Ed Cannata was asked by Linda if he could compile photos of restoration to have a slide show at event. Slide show can be shown by a projector and screen borrowed from the historical society.

Tom and Ed discussed the length of music sets, banner location, props and other items, the slide show and talk by Ed Cook. Details will follow... Tom made mention that he would play a 45 minute set.

It was decided by all but suggested that the banner go up behind the band. Linda suggested to Ed Cannata that he should go and do a site inspection and see what types of materials he would need to hang the poster.... Ed said he would do.

Ed Cook asked Travis to head up an email before the next meeting with a list of items needed and job tasks for THPT members at the event. Travis will compose this.

Ed Cannata suggested he use the tool Eventbrite to help track and generate ticket sales.

Travis was concerned this could be another item that the board members would have to track or check.

Ed Cannata said that Eventbrite does take a small percentage of each ticket sale. That amount was not certain

Tom showed support for the idea and Ed Cook saw the benefit of this tool.

Tom made 1<sup>st</sup> motion to accept this and Ed Cannata 2<sup>nd</sup> the motion, all in favor approved.

### **PUBLICITY, E BLASTS, WZBG**

It was discussed by the group and decided that Linda would be heading up a press release for our upcoming event, and Ed Cook would head up the radio press.

It was decided that 9/17 would be the deadline for press and radio releases preparation.

Ed Cannata offered to create an e blast on "It's happening here" website.

Ed Cannata asked Mark McEachern if the THPT could use the email address contacts that the Historical Society has. Mark did not think that was a good idea. Ed Cannata understood.

Ed Cook asked about other events that are in the planning stages for post BROWN event.

Ed Cannata informed the group on his planning of the Diner Talk.

It was discussed where the talk could be .... Options were placing this in conjunction with John Baeder artist prints at Five Points Gallery, or the Carriage house. Ed Cannata said that this could possibly be a winter event.

Ed Cook supported the idea of having a talk/art showing at the gallery and said it could be a possibility.

Linda asked Ed Cannata if there could be a separate talk, and for this to happen sooner than in the winter. Response was positive but a definite plan was not set in place as of yet.

#### **TREASUR'S REPORT**

Mark McEachern reported from period 8/2/13 to 8/24/13

Starting balance of \$6,11.04. \$0.00 adjusted balance. No Income reported.

Expenses

Travis Street LLC (8-24) \$200.00 – Burns Brooks & McNeil (8-14) \$780.00 – Total Expenses \$980.00, with an ending balance of \$5,139.04

Travis reported fish bowl funds, and Mark McEachern suggested we deposit the cash (amnt to be clarified with Mark at next meeting) into our checking account and keep \$40 of it for fish bowl at final Main Street Marketplace.

Scrap funds remain at \$295.00

#### **Donations:**

3, \$100 donations were collected from our PO Box or by hand delivery from, (Elaine), a real estate developer, and from Judy from Five Points Gallery.

Thank you notes will be written by Ed Cook.

Linda and Ed Cook asked about the status of our Pay Pal account. Ed Cook suggested that Ed and Mark M. meet once a month and especially before a meeting to go over any donations that have come in from Pay Pal, and to get their addresses so that Thank you notes are written.

Linda asked about combining our constant contacts, with pay pal, or keeping them separate...

Ed Cannata said that he would take contacts from Event Bright, and pay pal, and may have said constant contacts and put them into a spread sheet.

Linda said she has several contact cards to enter, and Ed Cannata has several to be entered also.

Linda looked to the group for some assistance in another member taking on this task. No members volunteered.

### **Skee's Diner Report:**

**Lease Review.** Ed Cook and Mike Boe informed the group that they met with the Mayor of the City, Police chief, Fire, and the city engineering Dept, and the Public Works director.

There are some loose ends to tie up concerning boundary lines of the land, and the land area may need more specifics when it gets to the planning phase.

A general plan has been drafted and was sold to the city without specific number of seats or exact square footage.

Ed Cook reported that he would like to have a lease drawn up with the largest open space available. Once the boundary lines are set, then THPT still must meet with traffic department.

An expected meeting will should occur in October.

### **Inventory**

John Manson reported on what items we have at Travis Street storage. He said he is planning on putting together a binder with photos and descriptions of what we have for parts for the diner. John asked Marty about getting some work benches and a compressor for our use.

Travis added that he spoke to Glen Royals and he offered up benches and a compressor, as well as meeting us down at the work site to help find them in his corner at the same storage location.

### **Business Planning.**

Bruno and Ed Cook suggested a meeting in the near future to put together a business plan to market the diner to potential restaurant prospects.

Mark McEachern talked about applying for a time sensitive grant by October 1<sup>st</sup>, and offered in his opinion the option to put the grant money towards hiring a restaurant advisor to help us plan and develop and write our business plan.

Bruno mentioned that there is free software on this specific plan construction offered free to us.

Tom Ethier reminded us that the restaurant business in downtown Torrington at present day should be taken into consideration as times have changed since the original Skee's was in operation. Travis agreed.

Someone suggested contacting existing owners of restaurants to come in and offer some suggestions about the space required to run a successful business in the Skee's frame...

### **Historic Property Commission:**

New developments about the Albert Street structure.

The THPT plan to contact the property manager in hopes that convincing the management company and owners that it would be less expensive to just fix the structure.

Mike Boe did some investigation and found that this property is owned by a bank and is a foreclosure property. The property manager has a contractor license.

THPT was successful at identifying a drain that could have been overlooked if the company just filled it if it went unnoticed. The property manager is getting back to the THPT concerning this issue.

### **Open Floor**

It was discussed that the next meeting will be on 9/15 at 5pm to be an exclusive meeting about brainstorming.

Meeting was adjourned by Bobbi Boe and 2<sup>nd</sup> by Tom Ethier at around 8:15 pm.