



City of Bristol

RESPICE, ADSPICE, PROSPICE

Look to the Past, Look to the Present, Look to the Future

Rockwell Theater Task Force

Meeting Minutes

January 7, 2021

7:00 pm

Virtual Meeting-Zoom

Attendees: Greg Hahn, Josh Medeiros, Samantha Buonafede, Lea McCabe, Mark Mazzarella, Ken Bagley

Absent: None.

1. Call the Meeting to Order
 - Meeting was called to order at 7:00 PM, January 7, 2021
2. Acceptance of Meeting Minutes from December 3rd, 2020
 - Motion was made to accept the minutes from December 3rd, 2020 by Lea McCabe and seconded by Josh Medeiros.
 - Motion passed.
3. Liaison Report – MBS Committee (Lea McCabe)
 - Verbal report on progress of the MBS Committee was made by Lea McCabe.
4. Motion was made to move New Business to the next agenda item by Ken Bagley and seconded by Lea McCabe. **Motion passed**
5. New Business
 - Parks and Rec Proposal
 - i. Josh Medeiros reviewed a proposal to add a staff member to be responsible for the planning and execution of tasks to open and manage the Rockwell Theater.
 - ii. This person would report to Parks and Rec Director Josh Medeiros and act as liaison to the Arts and Culture Commission.
 - iii. A motion was made to accept the proposal and recommend adoption to the Salary Committee and City Council by Samantha Buonafede and seconded by Mark Mazzarella. **Motion passed.**
6. Old Business

- Update – Naming of Theater
 - i. “Rockwell Theater” has been approved by City Council and recommended to the MBS Committee as the name of the theater. They will make the final decision.
- Update – Review of Theater Architecture
 - i. Unable to get the Architects available due to the holidays and other commitments. Lea will try to get their time on a Thursday and we will hold a Special Meeting. Looking for possibly one of the next two Thursdays.
- Update - Grant Writing/Fund Raising
 - i. Will be the responsibility of the hired Supervisor. No action required.
- Update – 501 (c3) – Josh Medeiros
 - i. Josh in communication with the city attorneys to get the annual filing In by the due date
 - ii. We will keep the non-profit status going forward to be able to accept tax-deductible donations when the time comes.
 - iii. We will name people from this committee to the Board of Directors for the 501(c3). By state statute, we will need to designate at least a president, secretary and treasurer before next year’s filing.
- Budget Review
 - i. Fund Balance is \$19,363. This money will be used by the Supervisor as seed money for expenses etc.
- Tasks and Milestones Review
 - i. Document reviewed and will be updated taking into consideration the new direction of hiring a supervisor to coordinate this and other Arts and Culture program.

Next Meeting – February 4th, 7:00 PM

7. Adjournment

- Motion to adjourn was made by Lea McCabe and seconded by Josh Medeiros. Motion passed