

Levitt Pavilion Committee

Notice and Agenda

April 24, 2023

Notice is hereby given that the Levitt Pavilion Committee will hold a special meeting on Monday, April 24, 2023, at 8:00 pm. It will be held electronically via Zoom. Meeting materials will be available on the Meeting List & Calendar page of the Town website at [westportct.gov](https://www.westportct.gov), along with the meeting notice.

Join Zoom Meeting

<https://us02web.zoom.us/j/81484803713?pwd=VG9taGUyVmpuSUw2WWxGbmk4V1E2Zz09>

Meeting ID: 814 8480 3713

Passcode: 499673

Agenda

1. Approval of November 28, 2022, draft meeting minutes
2. Public comments (non-agenda items only).
3. Discussion of outstanding issues from the last meeting of the Levitt Committee Meeting. (No vote will be taken)
4. Discussion of 2023 Levitt Program Schedule and Issues (No vote will be taken)

Charles Haberstroh

Chair

Levitt Pavilion Committee

Draft Meeting Minutes

November 28, 2022

The Levitt Pavilion Committee held a meeting on Monday, November 28, 2022 @8:01 pm. It was held electronically and recorded via Zoom.

Members present:

Charles Haberstroh, Chairman; Alec Stevens, Deborah Hammarskjold

Also present:

Andy Fleishman, Friends of the Levitt Board Member; Carleigh Welsh, Levitt Pavilion – Director of Marketing & Development, along with 1 member of the public Lori Church, 1 Country Lane.

1. Approval of minutes

Charles Haberstroh stated the Draft minutes from the meeting on May 16, 2022, were posted to the Town website, he apologized for the late posting due to the Thanksgiving Holiday. There were no comments or changes. On a motion made by Charles Haberstroh and seconded by Alec Stevens, the minutes of the Levitt Pavilion Committee meeting held on May 16, 2022, were approved 3-0.

2. Public comments (non-agenda items only)

No comments.

3. Review and discussion on the 2021 990 Financial Report. No vote will be taken.

Charles Haberstroh explained that one of the charges of this committee is to review the 990 Financial Report which is a form charitable organizations are required to file on an annual basis. This one from 2021 is the first the committee has reviewed that has performances on it. The previous one from 2020 had no performances due to the pandemic. He stated, based on historical data, looks like 2021 was a very successful year in terms of revenue. He congratulated the board on a successful season.

Alec Stevens inquired how, as a nonprofit, when there is a paid performance, like fundraisers, how is that calculated? Is it considered donations or revenue? Carleigh Welsh used the Levitt Gala as an example, she explained that the treasurer and accountant categorize the revenue as earned and unearned. It can be funneled in through different channels such as ticket sales, membership, or donations. The net proceeds are calculated against what was spent on the event.

Mr. Haberstroh asked if the PPP loan had been forgiven. Carleigh Welsh explained there were two PPP loans, the first draw had been forgiven and the second draw application has been completed and submitted, but still waiting for official notice that it has been forgiven and should show up on the 990 for 2022.

4. Review of the 2022 season. No vote will be taken.

Charles Haberstroh asked Carleigh and Andy to review the 2022 season, and to mention any sound issues, complaints by citizens, the cooperation of other town entities, specifically Parks and Recreation, the Department of Public Works, and Staples High School. Carleigh Welsh stated that 2022 was very productive and successful. The Levitt set their own benchmark on providing free access to the arts and prioritizing presentations that bring in artists from all different genres and different voices providing the Town of Westport with high quality arts and expression. They do this with a combination of free and paid events. This season the Levitt had 66 free shows starting in May, going through October. 10 shows of paid presentations, one of which was a two-day festival. The audience is growing and that serves the Levitt and the community. Carleigh went on stating only minimal complaints about sound and that the sound protocol is not something they take lightly and is always improving season to season. She mentioned Mike West at the Parks Department and thanked him for making the Levitt lawn a priority and that there was a visible difference. The Department of Public Works, specifically, Mike, John and Pete were also supportive and appreciated. Ms. Welsh commented on the logistics of organizing events with COVID still being present but did not have as much of an impact compared to 2021.

Charles Haberstroh asked if there were any ongoing projects besides the lawn. Carleigh Welsh stated she is in communication with Mike Frawley about repairs for the stage, or possible stage replacement, along with other minor repairs to lighting. Mr. Haberstroh inquired about the vandalism that had occurred in 2021 and wondered if there was a reoccurrence. Ms. Welsh stated that with more activity going on and the installation of cameras they did not experience vandalism to the same degree in 2022.

Charles Haberstroh wrapped up his questions and comments by mentioning that Jennifer Tooker received no complaints this year about the sound at the Levitt and that by paying closer attention to sound levels has paid off.

Lori Church: 1 Church Lane, had some technical difficulties, but she states that it was a great season, and said she will call in on her phone.

5. General discussion of any issues regarding the 2023 schedule of the Levitt Pavilion. No vote will be taken.

Charles Haberstroh asked if there were any issues the committee should be aware of. Ms. Welsh stated that by March there should be a final report in regarding the Lawn project and what has been accomplished. Mr. Haberstroh clarified that she is referring to the drainage issue. Ms. Welsh confirmed and added plant management and other facility matters to this as they are all ongoing projects that Parks and Recreation and the Department of Public Works help with on a continuous basis.

Mr. Haberstroh inquired about the issuance of tickets for free shows and how it is beneficial. Ms. Welsh stated that it helped with crowd control and compacity, its helped with marketing and getting people to make intentional plans to attend shows, it doesn't spoil spontaneity, and that it adds value to membership. It is of incredible value to be able to tell sponsors that 20,000 people are opening emails.

Mr. Haberstroh asked if the board believed this season was better than the previous season. Ms. Welsh stated that they may not come in looking better since the Levitt spent more money this season on free programs than in 2021. She continued that these events were worth it because they invested in elevating their operations and seasonal staffing, it was a strong year, and the Levitt will be stronger for it.

Lori Church: 1 Church Lane, RTM member from District 9, apologized for her technical issues but wanted to ask about the sound protocol. She remembered from the previous meeting in May that the Levitt used an app on a phone to measure the sound level in past years and inquired if that was the same technology utilized this season. Ms. Welsh responded and answered her questions.

Mr. Haberstroh asked Alec Stevens and Deborah Hammarskjold if they had any questions or comments. Mr. Stevens stated that it was great there were no sound complaints this season regardless of how that was possible and that he wanted to acknowledge the staff at the Levitt for giving a sense of being well provided for, there were a lot of people taking tickets, it was well managed. The maintenance man who works inside the Levitt is very cheerful. Mr. Stevens thanked the board for all that they do.

Ms. Hammarskjold had no additional comments but agreed with Mr. Stevens statement.

Upon a motion by Alec Stevens, seconded by Deborah Hammarskjold the meeting adjourned at 8:57 pm.