

Present: Terri Hansen, Walter Borders, Beverley Fleming, Randy Hoopes, Toby Ridings, Bill Theis, Steven Threefoot, Amy Pollock

Public Notice – BWVC Standing Monthly Meeting
7:30 PM at BWVC
Thursday, May 8, 2014

Agenda
Public Session

Acceptance of Minutes

REPORTS
Manager's Report

Beverley Fleming provided a written report (see below) on the building status. One issue discussed in more detail was the problem with the current auto-flush toilets. The issue was turned over to maintenance (RandyHoopes) to identify options for addressing this recurring issue.

Building Managers Report May 8, 2014

Rentals

May and June are rented every weekend. Rentals also in August, September, November.

Chrissy Frick is heading up the Pacem in Terris Fund Raiser on June 14, in Rooms 1 and 2. This is a 501 C3. What is the policy now for the alcohol license, bar purchases and barstaff (provided by whom)?

Who will sign the contract, Building Manager or BWVC Chair or Chairman of the Village of Arden...

We are also beginning to book rentals on Sunday afternoons that are not large events. I am scheduling them after 2pm when the AHSC has left the Buzz. I have and am informing renters other than Kerry Orr and AHSC that there are no rental during the period of which ACRA Summer Camp is in operation.

Modification of Long Term Rentals, a letter needs to be composed to send to all Long Term Renters of increase and date of increase. Also, we need a separate rental form created.

Maintenance Issues

Finally the mystery of the phone line for the Fire Line connected with Security Instruments has been resolved after 2 years of several Verizon Technicians try to solve the problem. Previous repairs were on the box in the back of the Buzz but actually it was one near road. Problem solved, all wires replaced and there should be no more issues with phone or alarm.

The toilets in the men's and women's rooms continue to occur on occasion with large parties. Our Saturday renter had problems toward the end of rental with the men's toilet backing up and was found to be quite a mess for clean up. The automatic toilet flush, which operates with batteries doesn't seem to handle a large number of people. Would like to replace with manual handle flushing, which was recommended by previous plumbers in the past. No plumber was needed, nor was there damage, just a lot of clean up for custodian.

There was no indication after the recent heavy rains that the ceiling above the stage had any leaks.

Respectfully Submitted,

Beverley Fleming, BWVC Building Manager

Financial Report

Bill Theis reviewed the current FY report generated by David Michelson. The current financials show a negative of approximately \$1,500. It was expected that some of the items are paid quarterly.

2:49 PM
05/08/14
Accrual Basis

Village of Arden Profit & Loss by Class April 1 through May 8, 2014

	<u>BuzzWare</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
4400 · Rentals	1,235.00	1,235.00
Total Income	<u>1,235.00</u>	<u>1,235.00</u>
Expense		
6000 · Payroll	1,513.00	1,513.00
6010 · Payroll Taxes	153.57	153.57
6900 · Audit,Bkping,PR Expenses	9.00	9.00
6920 · Professional Fees - Other	325.00	325.00
7020 · Telephone	94.40	94.40
7030 · Electricity	76.60	76.60
7035 · Gas	405.18	405.18
7070 · Alarm Monitoring	195.45	195.45
8000 · Program Expenses	9.17	9.17
Total Expense	<u>2,781.37</u>	<u>2,781.37</u>
Net Ordinary Income	<u>-1,546.37</u>	<u>-1,546.37</u>
Net Income	<u><u>-1,546.37</u></u>	<u><u>-1,546.37</u></u>

We did discuss the question of phone lines. The BWVC has two phone lines. We are unsure if the expense 7020 includes one or both phone lines. Additional discussion about the need for a voice phone line in the building raised questions to the need for building guests. The second line is dedicated to the alarm service. It was also pointed out that there are alternatives for the alarm service beyond a land line. Bill Theis will review the invoices.

Build / Maintenance

Bill Theis spoke with Denis O'Regan to refinish the front doors. Denis does not have time to do the work. He recommended Mick Fitzharris to do the job. Bill is talking to both Denis and Mick about the job. The doors do need to be replaced.

The leak in the stage area appears to have been fixed. Bill Theis and Clay Riding patched the expected problem area in April. The area did not leak during the heavy rains following the repair. Bill will inspect and see if additional patching should be performed.

Downspouts were found and are going to be reinstalled using heavier duty bracketing.

Randy is looking into the electrical issues with the outside lights for shorts. Randy will contact a certified electrician to evaluate. At the same time, we will get quotes for adding in additional outlets on

the walls without outlets in room 2. The objective is to eliminate the current practice of using extension cords to provide power.

It was agreed that the committee will make a once per month walk-a-round at the BWVC. The purpose is to keep the committee familiar with the building and to get additional sets of eyes looking at the facilities.

Website

Walt Borders has access to the website. He is getting up to speed WordPress. A couple of options on calendaring are being investigated. Walt showed a first cut of free calendaring available. Some expressed interest in adding functionality to the website. In particular, slideshow / gallery for PPP on website. We discussed the concept of an internship to support the website. As of today, all requests for content changes and improvements should be sent to Walt via email with a description.

GENERAL DISCUSSION

Building Manager Status

Agree to move the building manager role to an employee of the village. Action approved unanimously. We agreed to recommend to the officers that Beverley Fleming retain the building manager position as it moves from a contract to an employee role. Bill Theis will request of the officers to extend employment to Beverley. Steven Threefoot provided copies of the forms required to Beverley for being added to the Village role. The plan is to make the transition by the end of May to be effective June 1.

Usage Agreement Modification

A review by the committee identified some points that should be updated in the one-time usage agreements. Additional concerns about the status of the Awakened Hearts usage agreement was identified. After some discussion, it was agreed that Steven Threefoot will draft a communication to Awakened Heart informing them of the intent to increase the usage rate starting August 1, 2014. In addition, Steven and Bill Theis will draft a notice to those with multi-use discounts that a standardized fee schedule will be in effect July 1, 2014.

Committee member's roles

Walter Borders– Website

Toby Riding – Program and PPP

Randy Hoopes – Maintenance

Bill Theis – Watch expenses and revenue

Old Business

Toby shared the PPP Timetable / Job Description / To do List.

We agreed to make PPP a discussion point for our June meeting.

Peddlers, Potions & Practitioners Timetable/Job Descriptions/To Do Lists

Meetings beginning in May

TO: BWVC committee

FR: Toby Ridings 4/28/10, Updated 5/11

Project Manager/Visioneer

- *Convenes Meetings, Prepares Agenda, Sets Budget Parameters
- *Monitors & oversees all aspects of event
- *Communicates with BWVC committee & Fair committee
- *Recruits & briefs volunteers for pre-fair jobs & day of fair jobs including wizards. August

Vendor Coordinator

- *Emails a "save the date" notice in March/April to previous vendors
- *Email early bird special notice to previous vendors, May 1st
- *Contacts by phone previous vendors to see if they wish to attend again. May
- * Keeps record of vendor communications
- *Contacts new vendors to fill booth space, May
- *Communicates all necessary information & advertising flyers to vendors
- *Coordinates & assigns booth space & sizes
- *Sends Thank-you notes and does follow up to vendor survey

Advertising Coordinator

- *Prepares or delegates print Ads & Web Ads
- *Contacts New Visions & Arden Page to announce event in May, a call for vendors. NV (Costs)
- *Post event on Bodymidspiritdirectory.org (Free) May
- *Post Ad on Wholistlivingguide.com for June, July and August (Costs)
- * Living Well Magazine (Costs) though sometimes it has been gratis.
- *Contacts the community papers: (Crossroads) Community News, Spark, Out & About, Signals, Serene Quest and Green Delaware, in June for an event listing or article. (Free)- SQ & GD (Costs)
- *Contacts News Journal with information/story line & event listing for 55 hours by August 20th
- *Checks all signage from previous years for repairs, July
- *Prepares banners and new signage for current year, July

Print & Web Correspondence Manager

- *Processes vendor registration forms & checks, communicates w/Vendor coordinator & Tres.
- *Updates all vendor forms, registrations, regulations etc... at www.ardenbuzz.com May 1st
- *Updates Arden Club website with (Danny Schweers) adds vendor links to our webpage. June
- *Prepares updated Flyer, coordinates printing and distribution by July 15 for vendors & various locations in the area.
- *Prepares the Flyer for distribution with the Arden Page by July 25th for August
- *Updates Vendor Directory for printing, gets job to printer & finished before August 20th
- *Provides Vendor Pac for fair day for each booth, gets it printed same time as directory.

Stager

- *Lays out booth space Thursday/Friday before fair. Sept.
- *Orders table cloths 1 week prior to fair, schedules delivery/pickup
- *Confirms all decorations & tent for roadside prior to Friday set-up day. August
- *Decorates & Coordinates volunteers for decorating on Thursday/Friday before fair.
- *Shops & Sets up hospitality bar for the vendors
- *Coordinates break down of booths & storage of decorations day after fair
- *Purchases wrist bands or stamps and has ready at least one week before fair

Raffle Coordinator – Optional Wizard hat recently raffled.

New Business

No new business

Adjournment 9:15 adjournment

Minutes Prepared By Steven Threefoot, BWVC Chairman