

Public Notice – BWVC Regular Meeting
3:00 PM at BWVC
Sunday, August 14, 2014

AGENDA
PUBLIC SESSION
Acceptance of Minutes

REPORTS
Manager's Report (Beverley)
Financial Report (Bill)
Building Usage Report (Steven)
Build / Maintenance Report (Randy)
Website Status Report (Walter)
Programming - PPP (Toby)

ITEMS
Old Business
New Business

Adjournment

Attendance: Steven Threefoot, Bill Theis, Beverley Fleming, Walter Borders, Randy Hoopes, Amy Pollock
Guest: Ken Morrison, Patrick Berry

Meeting called to order at 7: 34 P.M.

Minutes: July 2014 BWVC Committee Monthly Meeting Minutes approved as presented.

Manager's Report Beverley Fleming

Rentals are coming in for September, October, November and December.

Long term renters such as Dominic Chan and Eckankar can not afford the significant increase in their rentals. Dominic Chan has been a renter for 15 years with a total of \$18,000 rental fees over those years. There set up is zero, break down clean up is zero, and they occupy room 4 for about 2 and ½ hours. Eckankar is a non-profit, usually has 2 clients, they do not charge a fee, set up time and break down time total 20 minutes.

Requests for CD release parties and small concerts keep occurring. Would like to get a rental fee settled for these events. This is great exposure for the Buzz for future event rentals.

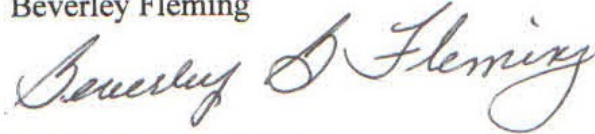
Fearless has sent a new contract to be reviewed by the elected Committee. They would like to have this signed by the end of August.

Randy Hoopes, Patrick Barry and me, did a walk around of the outside and inside of the Buzz last week to determine what was in need of repair or updating at the Buzz. Randy has the list. Concern continues for the status of the front doors. We had hoped they would be finished before the Fair, but it is definite they need to be varnished before winter.

Our frig in room 1 is on its last legs. It occasionally leaks and it has been here 10 years with a lot of use. Could we look at purchasing a new one? The one in room 4 is leaking occasionally as well but seems to be holding it's own. We have an extra electric stove that was donated last year. Should we leave it as a possible back up, connect it or give it away?

Buzz closets and cupboards are going to be reorganized after the Fair. I am planning to make space for the 50 plus tablecloths in various colors that we use regularly at the Buzz so that I do not have to keep them at my house. If anyone has a labeler, that would be helpful. I have a couple of volunteers who love organizing closets that will assist me.

Respectfully Submitted,
Beverly Fleming



BWVC Building Manager

Discussion:

Clarification: Eckankar is a Saturday night rental which is rental for the whole building (i.e. concert). Rates have been standardized, which does not accommodate this. Further discussion is required to develop consistency policy or consistency exceptions to standardized rates, while at the same time balancing usage of building with operating building. CD release party is considered commercial enterprise. Intent is a money making event which is different from community event. Must be consistent with rates and committee cannot negotiate every agreement.

Financial Report: Bill Theis

**Village of Arden
Profit & Loss by Class
April 1 through August 14, 2014**

sis

	BuzzWare		RenovationFund		TOTAL	
	Apr 1 - Aug 14, 14	Apr 1 - Aug 14, 13	Apr 1 - Aug 14, 14	Apr 1 - Aug 14, 13	Apr 1 - Aug 14, 14	Apr 1 - Aug 14, 13
Ordinary Income/Expense						
Income						
4010 · Donations	10.00	300.00	173.00	700.00	183.00	1,000.00
4400 · Rentals	6,920.00	6,700.00	3,990.00	5,240.00	10,910.00	11,940.00
4900 · Interest Income	0.00	14.52	0.00	0.00	0.00	14.52
Total Income	6,930.00	7,014.52	4,163.00	5,940.00	11,093.00	12,954.52
Expense						
6000 · Payroll	4,557.00	2,879.25	0.00	0.00	4,557.00	2,879.25
6010 · Payroll Taxes	462.53	300.89	0.00	0.00	462.53	300.89
6310 · Janitorial Supplies	303.15	487.66	0.00	0.00	303.15	487.66
6900 · Audit, Bkping, PR Expenses	24.00	122.72	0.00	0.00	24.00	122.72
6920 · Professional Fees - Other	1,300.00	2,325.00	0.00	0.00	1,300.00	2,325.00
7020 · Telephone	280.65	322.83	0.00	0.00	280.65	322.83
7030 · Electricity	88.76	544.06	0.00	0.00	88.76	544.06
7035 · Gas	634.19	611.38	0.00	0.00	634.19	611.38
7050 · Water	168.10	171.54	0.00	0.00	168.10	171.54
7060 · Licenses/Permits/Fees	0.00	13.00	0.00	0.00	0.00	13.00
7070 · Alarm Monitoring	458.45	390.90	0.00	0.00	458.45	390.90
7500 · Renovations	257.00	0.00	0.00	0.00	257.00	0.00
7600 · Repairs & Maintenance	268.00	85.00	108.00	430.00	376.00	515.00
8000 · Program Expenses	261.59	144.09	12.00	1,129.16	273.59	1,273.25
Total Expense	9,063.42	8,398.32	120.00	1,559.16	9,183.42	9,957.48
Net Ordinary Income	-2,133.42	-1,383.80	4,043.00	4,380.84	1,909.58	2,997.04
Net Income	-2,133.42	-1,383.80	4,043.00	4,380.84	1,909.58	2,997.04

Discussion:

Net (\$2, 133.42) operations negative. Last year was (\$1,383.80) variance of \$749.62. If Awaken Hearts agreement is executed as planned, then that will balance the loss.

Approximately costs \$200 a quarter for security monitoring central alarm system.

Building Use Report Steven Threefoot

BWVC Building Usage Schedule			
	Count	4/1-8/31	
TOTAL	452	59%	TOTAL Opportunities
x	252	56%	GUESTS
y	48	11%	COMMITTEE
z	152	34%	Community, ACRA, Club
TOTAL SLOTS	772		

Discussion:

Reclassified ACRA from being listed as Committees to grouping ACRA with guests usage of BWVC building.

Walter was interested if the 1973 charter specifies BWVC being self sustainable and benefit for the use of the community. Steven is pulling together all data to be evaluated in future meetings.

Building Maintenance Report: Randy Hoopes

A walk about the building took place with Steven Threefoot, Beverly Fleming and Randy Hoopes.

Room 3 Doors

(two sets of double doors that open to exterior) need replacing.

Ken recommends sizing the doors and detailing the scope of work to be performed and provide this information to the contractor in order for contractor to work up an estimate.

Suggested material: Fiberglass door, smooth finish that looks like wood and takes paint like wood that is durable.

Before placing order make sure to meet code requirements.

Sizing: It is very expensive to order custom sized doors. Ken suggest ordering stock size doors and reduce to needed size (accept flush glaze)

Randy will measure door and obtain estimates based on Ken's suggestions as listed above.

Hallway Doors

Metal Exterior Hallway Doors (located adjacent to Officer/Trustees Offices) Replacement

Set of out swing metal doors that will work for security (panic bar) but not have to use a board. Randy will obtain estimates. Make sure these doors also meet code.

Leak

Patrick: Stage still leaking from ceiling above stage.

Exterior Lights

John Di Giovanni will be willing to look at lights. Patrick will contact him.

Mailboxes

Steve is looking for some attractive and antique style mailboxes that will complement BWVC.

Website Report: Walter Borders

Posting on web the vendors for PPP tab. Couple updates for links. Tab updates.

Contact Danny about procedure on how to post minutes on Village website. .

Walter sent Kerry Orr an email about 'Value Advertisement' classification section. Value Advertisement gives small businesses web real estate value adds when they rent monthly with BWVC. They receive added free exposure as part of their contract.

PPP Report: Toby Ridings

PPP Agenda 8/14/14-8/30

Vendors paid and confirmed total booth space income = **\$5,155.00**

ADVERTISING: week 8/18

NJ * 55 hours

Community Papers

Internet – Mail chimp and our website

Minuteman press Print Costs: \$186.00 total for flyers, Page insert & 100 Directories. An account for monthly billing has been set-up. Randy made contact with Tom the owner. Beverley has been using their services for Buzz business.

Flyer: Distribute tonight

Volunteers needed for deliveries & postings

Newark Co-op & points south – Chrissie

Bellfont – Beverley BranMar-

Downtown - BoothsCorner-

Hockessin, Kennet sq. – Clay

All Arden Bulletin boards - Randy

Post it at Coffee shops, Bookstores, YMCA, Jewish community center

Libraries, Health food stores (Mona's), bread store, salons etc...

Mail chimp Communications:

Dave Jones Completed mail chimp account with 240 names/emails he is ready to test it out. Need to have the hat complete and photographed for the pre-view to be sent out. Some folks filled out form refused to provide email address.

Hospitality: Cost for hospitality booth estimated \$100.00-\$150.00

Beverley will shop and would like to have advance payment.

Pre-Fair Set-up: Week of 8/25

- Booth space layout (Thursday), Electric outlets as needed - Randy & Dave C.
- **Need to purchase one roadside tent or find a lender. On sale now \$50.00 at Dick's sporting goods.**
- Posters listing the vendors for Entry way (Toby)
- Balloons for walk way and tents, Friday pre-purchase & Pick-up (Amy)
- Spray paint for walk way, Volunteer painter (Clair)
- Easels for foyer and outdoors
- Roadside table – Vendor promos, Photo of Raffle Hat,
- Thursday decorating volunteers – Bev, Terri, Toby and friends of Buzz
- Hand Stamps, ink pad
- Raffle forms (Amy)
- Mannequin for wizard hat
- Tie balloons on tents and cones (Friday night) Amy

Fair-Day

- Vendor greeter on Saturday morning **7:00 AM** opening: Bev
- Evocation 9:45 Marty of AH
- Cash collections from entry fee - Amy and Bill

Volunteers: Randy

Stampers/donation collectors

Greeters

Roadside table

Volunteer Prep & Pep talk

Wizards

Clay Ridings 10am-2PM

Bob Pollock

Walt Borders ?

Alex Rudzinsky

Jerry Hodge & Bob

Mick Fitzharris

Peddlers, Potions and Practitioners 2014

Time Table for July/August Updated 8/14

Job	Volunteer	Due	Complete
*Raffle Hat	Bev	July 31 st	in process
mannequin	Bev/Randy	Aug 10	
Photo of Hat	Toby/Walt	Aug 15	
Mail chimp	Dave	Aug 8	
New Flyer	Toby	July 31 st	yes
Print Flyer	Randy	Aug 1 st	yes
Distribute Flyer	All	Aug 8	no
Flyer sent to vendors	Toby	July 31	yes
Vendor Confirmations	Amy	July 31	no
Printed insert for Page	Amy	August 15	in process
Printed Directory	Amy	August 23	in process
Advertising to NJ	Toby	August 18	
Community Papers	Toby	August 18	
Entryway Posters	Toby	August 25	
Volunteers	Randy	August 22	
Wizards	Clay	August 22	
Confirm signage	Randy	August 10	yes

Old Business**Art On The Town**

Art On The Town has never been officially a sanctioned event. Committee unanimously agreed to continue Art On The Town by agreeing to sponsoring what they perceive as a valuable community event. They are aware that it is not a money making event but is a great community event that provides significant publicity for the BWVC.

Things to do to continue Art On The Town

Hardware: purchase museum style hooks to hang paintings (hook specifications), list of artists already booked September, October (Beth Trepper might be booked?) and maybe more bookings beyond October, network list, Wilmington Art on the Town contact group, advertising etc.

Steven sent an email in February to Deborah Ricard in reference to obtaining bookings etc. but received no response. Beverley will contact her for information.

The group would like to thank Deborah Ricard. Beverley will draw up a draft and present for review before placing in Arden Page.

A meeting will be scheduled to address Rental Policy. Steven will send out an email with date, time and agenda.

Meeting adjourned 8:59 P.M.

Respectfully submitted

Elizabeth Resko

Village Secretary