

Monthly Regular Meeting

Attendance: Steve Threefoot, Walter Borders, Bill Theis, Toby Ridings.

**AGENDA
PUBLIC SESSION**

Meeting Commenced at 3:21 P. M.

Minutes: BWVC November 2014 monthly minutes will be presented for acceptance at the next monthly meeting (January 2015).

REPORTS

Managers Report (Beverley absent)
Toby read the following:

Buzz Ware Village Committee Meeting

Building Managers Report

December 13, 2014

Rentals - Inquiries continue, rentals for December seem to be down from last year.

Coffee House was extremely successful last night. The band that played did not take any contribution so all money received comes straight to the Buzz. It was a great event. I put money box in the drawer in the Village office.

I have not received payment from Fearless for their last performance and they are due have a performance again December 19. This happened last month and when I informed her she said she mailed it. After that she mailed the check and I received it immediately.

Date for the Achives/ACRA Fundraiser will be February 7 2015. Should we ask to complete the contract just for record that this is a free rental? This is simply for a matter of record.

Kerry Orr has given notice today, December 13, that she will no longer be teaching classes at the Buzz. She did discuss reasons with me, mainly unaffordable. Her class members are very upset. She was very pleased working with Patrick and me over these many years at the Buzz.

Toby purchased the window boxes for the Buzz yesterday. Due to last nights and todays busy schedule I am not sure when they will be put in by Patrick. Once up, I will decorate them with greens and more for the holiday/winter season. I have all supplies and greens for this.

Once again, it has been mentioned by all who have used them, we need a new refrigerator in rooms 2 and 4.

Respectfully Submitted
Beverly Sherman

Managers Report Discussion:

Kerry Orr BWVC Rental Fee was \$35.00 for two days a week and a third day (Wednesdays -no charge).

Voice Messages:

Phone voice message: refer all calls to the website for schedule availability and send a request for usage of building and indicate someone will contact them in response to their message request. Look into the process of whole mechanism for contacts and pushing it toward the web base system.

Beverley is maintaining a detailed log of all incoming calls and she said she would provide Steve with a copy.

Financial Report (Bill)

No Financial Reports

Financial Report Discussion:

No payment from ACRA as of yet. Steve will contact Pam Politis, ACRA Chairperson (Jan Rudzinski, treasurer). They were going to send two separate checks - one for 2014 and another for 2015.

John Di Giovanni is a work in progress with the outside lighting. The expenditure will come out of building fund because it is a capital investment.

Usage Report (Steven)

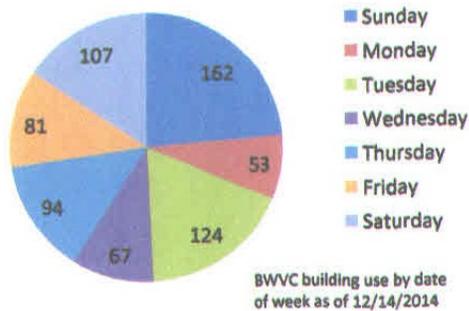
	ROOM -->	1-Day	1-Eve	2-Day	2-Eve	3-Day	3-Eve	4-Day	4-Eve	TOTAL	
x	Renter	63	47	45	22	83	20	43	87	410	19.9%
y	Committee	0	11	5	44	1	13	0	4	78	3.8%
z	Community	29	16	30	14	39	28	32	12	200	9.7%
	TOTAL	92	74	80	80	123	61	75	103	688	33.3%
		35.7%	28.7%	31.0%	31.0%	47.7%	23.6%	29.1%	39.9%		

This table collapses all of the days of the week.

Date Evaluated	14-Dec
Day Count	258
Each Room Count	516
Total Room Count	2064

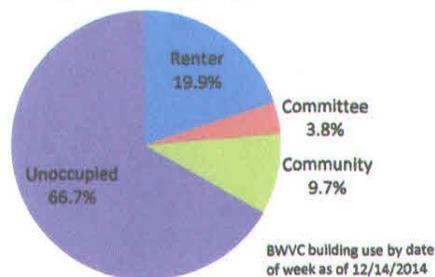
ROOM -->	1-Day	1-Eve	2-Day	2-Eve	3-Day	3-Eve	4-Day	4-Eve	TOTALS
1 Sunday	37	4	37	4	37	3	37	3	162
2 Monday	15	4	5	11	5	4	5	4	53
3 Tuesday	8	19	7	11	32	14	5	28	124
4 Wednesday	6	8	6	17	5	3	6	16	67
5 Thursday	6	12	9	11	5	14	6	31	94
6 Friday	8	10	8	10	8	15	7	15	81
7 Saturday	12	17	8	16	31	8	9	6	107

Count of Slots Occupied



This chart is the days of the week. 162 are occupied for Sundays. Sunday every room is used during day. Monday 53 usage & Wednesday 67 have low usage.

Usage Rate by Type



This chart shows that the BWVC is 2/3 occupied. Renters (defined as those who pay for usage) are 20% occupancy. Committees are 4% and community events are 10% of occupancy. Two thirds are paying customers and one third non paying customers.

Usage Report Discussion:

Observation: All rooms/slots very balanced as far as overall usage.

Data has been collected for three quarters of current fiscal year. Sufficient data collected to start seeing a pattern and gain an understanding of where we want to go. Another category to break out would be long term renters (those with leases) to gain further understanding. Of the 20% renters, probably more than three quarters are repeat users. Strategy: Small percentage of one time users vs. multiple users or what percentage of mix.

Building Maintenance (Randy absent)

No Report

Building Maintenance Discussion:

Bill and John ordered white Lights with covers for outside that match building - approx estimate \$625.00 max.

Wiring an internet cable from office to room 4 and also install hard wire/cable. The cost is approx \$15/hour. Request to have it installed by the end of the year.

Doors in Room 3. We need to obtain a written letter from the fire marshal stating if these are fire doors in order to determine what type of repair is required.

Consider purchasing commercial refrigerators with locks for safety reasons (i.e. events with children). Need to look evaluate where to locate them in terms of space availability, size needed, and power outlet.

Consider purchasing a stove and oven for room 1 & 2. Have to look at insurance and legal issues. If considered commercial, does the Department of Health require certification? Handling food for the public (renters) needs to be investigated. Walter Borders will investigate commercial vs. residential. Reconfigure electrical outlets.

Lighting: Beverley suggested that a light is needed in front of the building. The group needs a walk around to identify where electrical drops are needed. Believe Beverley had an electric outlet installed in vestibule. This was discussed but it was not approved by committee. All expenditures need to be approved by committee. Want all electrical work done as one order, not piece meal.

Painting and/or stucco building exterior. Need to go through the process of the Village to request funds. Believe it takes a couple of meetings to extract funds. January we need to start the first part of the process. Goal is to start work by April. Use certain % of BWVC Capital funds plus funds of Village. Or use all of Village funds because we would not have to go back to the Village for capital improvements (purchase of refrigerator etc) on an ongoing basis. January present several proposals detailing work to be done and the amount quoted. March Town Meeting: obtain final approval and submit approval to officers for signing of contract. The color to choose to paint the building is also presented to the town (and put in Arden page along with special meetings).

Web site Report (Walter)

BWVC Web report for 13 December 2014

1. Created Facebook BWVC group page:
<https://www.facebook.com/groups/373036742871955/>
2. Created “Art on the Town” menu item to announce exhibitions and to keep a running history of past exhibitions.
3. Added a new page: “Room 3 Hanging System for Exhibits” as a sub-page under the “Art on the Town” main menu tab. The idea was Danny Schweers and he provided a YouTube video to embed on the page: <https://www.youtube.com/watch?v=m3flzkFouXU>
4. **Google analytics** for the last 30 days

Behavior

	Page	Pageviews	% Pageviews
1	/(home page)	595	55.87%
2	/rental-information/	162	15.21%
3	/contact-us/	47	4.41%
4	/eventsalendar/	45	4.23%
5	/art-on-the-town/	31	2.91%
6	/community-events/	29	2.72%
7	/holistic-expo-information/	29	2.72%
8	/about-the-buzz/minutes/	23	2.16%
9	/directions/	23	2.16%
10	/buzz-faq/	18	1.69%

1. Contact forms

Rental

Contact outcome?	Submitted	your-subject	your-message
	2014-12-06	Asking to Book Room 2, 1-5 on 18 January 2015	Hello, I'm writing to ask to book Room 2 of the Buzz for the 1 to 5 block on Sunday, 18 Jan 15. I'm hoping to hold the launch party for "Arden House, Book Two" from 2 to 4.
	2014-12-01	MOE Robotics Contract from 11/22	Hello Beverly, My name is Craig Gross and I am the President of the MOE Robotics Team Boosters. I work closely with Chuck Wagner on our Fundraiser every year. In past years, we have retained the yellow copy of the contract for our records. It appears that Chuck returned both copies this year. Would you be able to email me a scanned copy of the this years signed contract?

	<p>2014-11-13</p>	<p>Buzz Rental Questions</p>	<p>Hi Beverley,</p> <p>My husband, Terry Harvey, and I are moving to Ardentown in the spring - we will be on Woodland Road. We're friends of Ron Ozer and Rin Dove and we are very excited about moving to the Ardens! Even though we haven't moved in, we've been leaseholders for some time</p> <p>I train dogs and teach classes in K9 Nose Work, which is the dog sport of fun scent detection for pet dogs. I'm looking into spaces to use for interior searches. At the moment, I am planning a special coaching day for a small number of certified nose work instructors with a visiting instructor. The date is January 26, 2015 with a snowed-out day of March 16.</p> <p>I'm looking for a good space to use - and Buzz Ware would be terrific. (It also has great outdoor spaces.) I'm still putting our budget together, but it doesn't really run past one of the larger rooms or the two smaller rooms. Typically we like to set up searches in a number of different areas - rooms, hallways, closets, etc.</p> <ul style="list-style-type: none"> * Is there any leeway on rental reduction for more than one room? (Understand if you can't do this, but need to ask just in case!) Ideally, I would rent all the rooms, but don't think I can swing that. * I am still working budget numbers but I think my budget will be \$300 - \$350. * Could we use the space for longer than 6 hours - probably 7-8? * If I rented 1 or 2 rooms, could we use the hallways, stage and backstage areas for searches? Closets or other spaces that are not rental rooms? * If we rent for January 26 and snow prevents our guest instructor from being able to get here, can we have a snow date of March 16? Is there any other provision for cancellation? <p>I'm working with a maximum of 8 dogs, probably 11-12 people. We don't take much space or make any mess, it's the searching space I'm looking for. Dogs might be off leash in a securely closed room, but otherwise they are always worked on leash and always on leash at all other times.</p>
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			Nose Work folks are scrupulous about cleaning up after their dogs in outdoor potty areas and about keeping any interior spaces clean as well. Dogs are well trained and under control at all times. They work one at a time and between turns are crated in their cars.
	2014-11-10	Please CANCEL 11/29 event	I left a message for Beverley Fleming in addition to this message, please CANCEL the reservation for 11/29 @ 6PM. I no longer wish to hold this event. I hope we can discuss/honor the cancellation, considering the payment has not posted to my account (\$525). Kindly call me on my cell phone, which is nnnnnnn with any questions. Thank you in advance for a return call/email confirming receipt of this request.
	2014-11-03	buzz ware rental	Hello I was emailing to inquire about renting both rooms 1 & 2 for a party. Our friends have rented the rooms a couple of times over the past few years. We are expecting about 100 people. Is December 20th or 27th available for both rooms? Please contact me when you get a chance. You can also reach me by phone at
	2014-11-03	Rental	We are a writing group that would like to hold a retreat on Friday, January 30th. There are about 12 of us. Is there a room available for the day? Thanks.
	2014-10-27	Rental	How are you. My name is ian and i am wondering if any of the rooms is available on December 13 2014 Saturday. Thank you so much Have a great day
	2014-10-03	Sweet 16 Rental on 11/29	I would like to rent rooms 1 & 2 for my daughter's sweet 16 birthday on Saturday, November 29 2014 from 5pm-11pm. Please respond if that date and time is available so I may forward payment in advance.

Volunteer: no contact.

Questions/Comments

Contact outcome?	Submitted	your-subject	your-message
	2014-12-04	Playground committee meetings	Hi, In the past we have had playground meetings on the first Thursday of each month at 7 at the Buzz. We would like to continue that and I want to find out how

			we can go about posting these on the schedule.
	2014-10-24	new to the area...	I just started working at Bellevue Community Center and I do their outreach. I was hoping I could visit with some folks at the Buzz.

Submit your Request

Contact outcome?	Submitted	your-subject	your-message
	2014-10-08	Painting Group	I would like to see a weekly meeting of those interested in painting (any medium) at the Buzz. It looks like Monday evenings are mostly available, perhaps from 6:30 to 9:30, in Room 4. Participants would bring their own supplies (including easel, if desired) and subject matter. It would be in alignment with the three requirements listed above, especially the BWVC mission to serve the community, as I believe there are a lot of would-be artists in the Ardens!
	2014-10-01	Community Event at the Buzz	The Craft Museum (501c3) and ACRA are in discussions about hosting a Roaring 20's Speakeasy Party on January 31st. <ol style="list-style-type: none"> 1. This event will be open to the public. Anyone can attend. 2. There will be no tickets sold. If people chose to donate, both organizations will gladly accept. 3. Since ACRA was founded by Buzz Ware himself and his quote about recreation sums up why this should fit into the BWVC mission to serve the community. "Recreation is a basic need for democratic living!" This is a wonderful opportunity for residents to experience a fun-filled community event. This is community-building, recreation and a way to build community cohesion. We look forward to your response.

Website Report Discussion:

Walter is planning on updating the module.

Toby would like to set up Pay Pal account for vendors. It has been suggested before but believes it has not happened due to Treasurer's concerns for interest rate fees and other charges.

Need to tie in contacts that have led to a rental. Take list and match up rentals to that list. Contact some or all of them to see if they rented and what type of experience. Steve will put together a questionnaire.

Programming (Toby)

BWVC PROGRAMING REPORT FOR PERIOD BETWEEN 11/13/-12/13

Art on the Town- (12/5/14)

Moderate turn out for Artist Ellen Durkin. A very interesting collection of hand forged objects and bigger than life drawings. Unfortunately, Ellen could not attend the opening until 9:00 PM due to conflict with school. Bernadette has received her bartending certification. Refreshments were served gallery style. We received approximately \$30.00 in donations from about 35 guests. Art on the town takes a break in January. The next show will be in February.

Danny Schweers suggested that he would write a first draft of an exhibit policy for The Buzz, but has not had the time. He said the policy should explain the responsibilities of both the artist and The Buzz, such as:

- 1) Does the artist deliver and arrange the art? How do they gain access? When?
- 2) Does the artist remove the art? How do they gain access? When?
- 3) I suggest that artwork not removed from The Buzz become the property of the Village of Arden if it is not claimed within a month or so after the close of the exhibition.
- 4) What food and refreshments are provided on opening night by The Buzz? Can the artist add to that?
- 5) What publicity is provided by The Buzz? If the artist publicizes the exhibit, is there any language they should include about The Buzz?
- 6) If the art is on display beyond opening night, is it insured by the Buzz? Bill Theis and I discussed this yesterday. Later today I will call Tom Hornung, the village insurance agent, to discuss the price of a rider on our insurance policy to cover artwork at The Buzz. This might include items in the entry display case as well.

Kerry Orr, Pop up event: Yoga instructor and long time Buzz tenant asked if she could host a yoga class on Thanksgiving day at no cost to villagers except donations to the Buzz would be accepted. We agreed to her request after some discussion via email. Though, she later decided not to carry forth with her plan.

Coffee House – (12/12/14) Little Big band played the entire evening no open mike. Judging from the parking lot it was a full house.

Fearless Improv Comedy – (11/21/14) Details needed.

PPP – A plan needs to be in place for receiving payments.

Painting Group – Jeanne Orr has advertised in the December Page for interested painters.

New Year's Day Pot Luck – Notification went out in the December Page. A meeting was held meeting on 12/11/14 discuss details lasting two hours. Duties were delegated and shopping lists were created. Set-up begins on 12/31/14 at 10:01 AM.

Window planter boxes: Two 48" long wrought iron planted boxes were purchased at a negotiated discount totally \$112.00. The original cost was \$150.00. Patrick mounted them to the building on 12/13/14.

PPP Report Discussion:

Insurance

So there is no miscommunication about what the insurance coverage is for renters/Art on the Town etc, the insurance information should go through the Officers since they represent the Village. Documentation is required and the contract will reflect those terms.

Art on the Town

Danny Schweers sent links to several standardized documents/policy.

Put together policy to Advertise (website, art on the town connection, News Journal, DCCA) about opportunity for artists to exhibit their artwork. Suggest have artist submit a portfolio for review.

March's Art on the Town should be set up with appropriate contract/documents. Steve will work with Toby in creating documents.

Pop up events

how do we handle them? Need to talk about because they are becoming more popular.

Coffee house

Although open to public, the tone seemed more like a private party and this is concern for BWVC. Only thirty beers were sold. Alcohol is being brought in that is not part of the BWVC supply. It is no longer BYOB (historically it was BYOB). This was a very well attended and a popular event. The whole building was used on a prime night for less than \$200.00. Need to set a time when to stop selling alcohol. Last call set at 11 P.M. so there is time to finish last drink and not walk out of the building with alcohol. By midnight everyone should be out of the building. Steve will talk to Frank to see if that time makes sense.

Fearless

Need to collect \$40. Attendance was 20 people. Suggest they take off for a few months and see if there is a different way to promote or bring in other events. Maybe integrate them into Fridays at the Buzz. Practice will not continue because that was the other part of the agreement.

Checks in mail

Liz will not open envelopes addressed to PPP and will text Toby to let her know she has PPP mail.

Community Event

Painting Group- Jean Orr. Committee is comfortable with the painting group as a community event. There is no storage. Main concern is clean up and concern for chemical odors. The group would like to meet on Monday nights.

Archives are sponsoring their own event, they are independent of BWVC. We need documentation as to the terms of usage of building so no misunderstanding. Four custodial hours are donated for a community event.

Dog training rental: if there is no problem with insurance, then book it.

New Years Day Pot Luck

Purchases

Buy in bulk from Coscos/BJs. The quantity purchased is for all Buzz events. Do not purchase supplies per event. Use supplies that are presently in the closet before purchasing any other paper products etc for the New Years pot luck. The supplies in closet are not earmarked for a specific

event such as the coffee house. The coffee house is a Buzz event. Storage space is limited and it needs to be utilized for Buzz storages items.

Alcohol

Planning on selling Bloody Marys and Mimosas by a certified bartender.

Estimated Cost

Estimated cost/projection is unknown because no accounting of last year's event was submitted. Believe last year 11 bottles of Champagne were used. This year will cost out event and submit report.

Advertising

No sign up, nor reservations required; just show up. Walt is going to set up a Face Book profile for Buzz Ware that will allow linkage directly to the Ardenistas. Walt will post a New Years announcement on social network and then post a follow up reminder as we approach the event. Beverley has a bulletin board flyer from last year and would like same for this year's bulletin board. Walt will contact Beverley. The brunch is open to all three Ardens and "Buzz Friends". An example of "Buzz friends" would be Awakend Heart; they do not live here but they attend many Buzz events.

Volunteers

Beverley has a list of volunteers but did not provide names nor how many will be available but she assures it is covered. David Jones will be helping and Liz Resko (certified bartender). Terri and Amy will not be helping with the event.

Donations/Volunteers

Pedestals for Art on the Town were donated by the Burslem family and the committee would like to express thanks.

Agenda item for January Buzz honoring their supporters. Need to keep a list of people who contributed/volunteered. We need to figure out from a programming side and a building side overall. Suggest friends of the Buzz website.

BWVC structure

Maybe in January or February schedule open meetings for all three Villages to discussion how the BWVC and the committee process works. The committee can make their BWVC structure recommendation based on open meetings at the March Town Assembly.

Change of Monthly meeting schedule.

Suggest monthly Meeting- moved to the 2nd Monday of each month.

ITEMS

Old Business

New Business

Adjournment

Meeting adjourned at 5:45 P.M.

Respectfully submitted,
Elizabeth Resko
Village Secretary