

**Monthly Regular Meeting**

Attendance: Steve Threefoot, Walter Borders, Bill Theis, Toby Ridings, Amy Pollock, Terri Hansen and Beverley Fleming.

**AGENDA**

Public Notice – BWVC Regular Meeting  
7:30 PM at BWVC  
Monday, January 12, 2015

**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 Report (Toby)  
Chair's Report on Community (Steven)

**Old Business**

Conflict of Interest Report  
Documentation of Policies  
Request for capital funds (painting)  
Additional

**New Business**

Additional  
**Adjournment**

**PUBLIC SESSION**

Meeting Commenced at 7:35 P. M.

Minutes: BWVC November and December 2014 monthly minutes were approved as presented.

**REPORTS**

Managers Report (Beverley)

Rentals - Rentals for January are good and rentals for every Saturday are confirmed as well as weekday rentals.

Coffee House was well attended Friday January 9. It continues to be a very popular event.

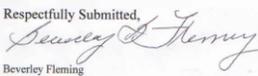
I received both November and December Fearless checks in December and they have been submitted.

Line Farr's Dog Rental will occur on January 26. She was very impressed with the open and welcoming appearance of the Buzz. This is a compliment we frequently receive, as well how good they are treated. This is most appreciated.

Dominc Chan has request a reduction in his rent for January as they have lost two class members and they are down to two. They are working hard to get more students.

January is House Cleaning month and I will be cleaning and organizing closets in the way back closet, room 3 closet, cabinets in rooms one and two.

What can we do with the wooden hutch in room 4 and when can we replace it.

Respectfully Submitted,  
  
 Beverly Fleming

**Managers Report Discussion:**

Dispose of hutch (back room) after Awaken Hearts find another storage space and/or a replacement has been installed.

Dominic Chan requested reduction in his rent for January. He is currently paying \$35/week. Standardized rate schedule are in place and the Buzz cannot reduce the price for some tenants and not others. However, the Buzz values their long term relationship with Dominic and is sympathetic to his needs and they would like to help. Buzz proposes one week free rental and in return the Buzz would like to request Dominic to open his class to the community for an introductory demonstration. They hope this will help promote his class and would also provide a program to the community.

**Financial Report (Bill)**

12:47 PM  
 01/11/15  
 Accrual Basis

**Village of Arden**  
**Profit & Loss Prev Year Comparison**  
 April 1, 2014 through January 11, 2015

	Apr 1, '14 - Jan 11, 15	Apr 1, '13 - Jan 11, 14	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010 · Donations	1,645.32	1,710.00	-64.68	-3.78%
4100 · Program Revenue	448.00	0.00	448.00	100.0%
4400 · Rentals	4,760.00	6,427.00	-1,667.00	-25.94%
<b>Total Income</b>	<b>6,853.32</b>	<b>8,137.00</b>	<b>-1,283.68</b>	<b>-15.78%</b>
<b>Expense</b>				
6310 · Janitorial Supplies	0.00	74.97	-74.97	-100.0%
7800 · Repairs & Maintenance	108.00	4,470.03	-4,362.03	-97.58%
8000 · Program Expenses	1,202.83	1,605.80	-403.97	-25.14%
<b>Total Expense</b>	<b>1,310.83</b>	<b>6,151.80</b>	<b>-4,840.97</b>	<b>-78.69%</b>
<b>Net Ordinary Income</b>	<b>5,542.49</b>	<b>1,985.40</b>	<b>3,557.29</b>	<b>179.17%</b>
<b>Net Income</b>	<b>5,542.49</b>	<b>1,985.40</b>	<b>3,557.29</b>	<b>179.17%</b>

12:46 PM  
01/11/15  
Accrual Basis

Village of Arden  
Profit & Loss Prev Year Comparison *JP*  
April 1, 2014 through January 11, 2015

	Apr 1, '14 - Jan 11, 15	Apr 1, '13 - Jan 11, 14	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010 - Donations	927.00	300.00	627.00	209.0%
4400 - Rentals	20,368.43	18,213.02	2,148.41	11.8%
4500 - Interest Income	11.62	28.33	-14.71	-55.87%
<b>Total Income</b>	<b>21,297.05</b>	<b>18,538.35</b>	<b>2,760.70</b>	<b>14.89%</b>
<b>Expense</b>				
6000 - Payroll	9,517.00	7,124.00	2,393.00	33.59%
6010 - Payroll Taxes	965.97	744.47	221.50	29.75%
6500 - Administrative Expenses	37.96	50.99	-13.01	-25.52%
6310 - Janitorial Supplies	650.52	1,130.42	-479.90	-42.45%
6500 - Equipment Purchases	345.00	0.00	345.00	100.0%
6500 - Bank Charges	20.00	40.00	-20.00	-50.0%
6900 - Audit, Bkping, PR Expenses	283.62	148.07	135.55	91.55%
6820 - Professional Fees - Other	2,925.00	5,457.00	-2,532.00	-46.4%
6530 - Janitorial Services	0.00	85.95	-85.95	-100.0%
7620 - Telephone	839.71	737.77	101.94	13.82%
7030 - Electricity	430.28	846.88	-416.60	-49.19%
7035 - Gas	1,062.02	1,404.51	-342.49	-24.39%
7050 - Water	245.45	248.93	-1.48	-0.6%
7060 - Licenses/Permits/Fees	25.00	38.00	-13.00	-34.21%
7670 - Alarm Monitoring	649.35	927.80	-278.45	-30.46%
7800 - Renovations	257.00	0.00	257.00	100.0%
7600 - Repairs & Maintenance	310.96	104.67	206.29	197.39%
8000 - Program Expenses	1,147.60	326.05	821.55	251.97%
<b>Total Expense</b>	<b>19,912.46</b>	<b>19,413.51</b>	<b>498.95</b>	<b>2.57%</b>
<b>Net Ordinary Income</b>	<b>1,384.59</b>	<b>-877.16</b>	<b>2,261.75</b>	<b>257.85%</b>
<b>Net Income</b>	<b>1,384.59</b>	<b>-877.16</b>	<b>2,261.75</b>	<b>257.85%</b>

Financial Report Discussion:

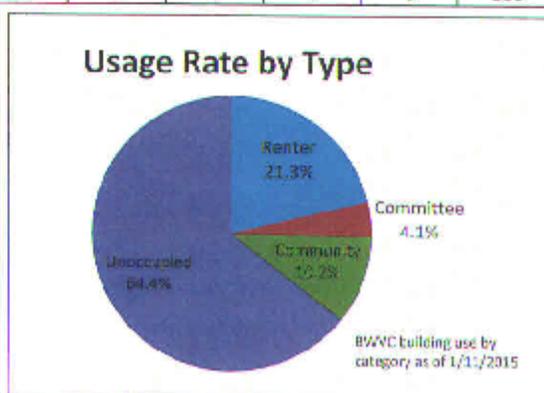
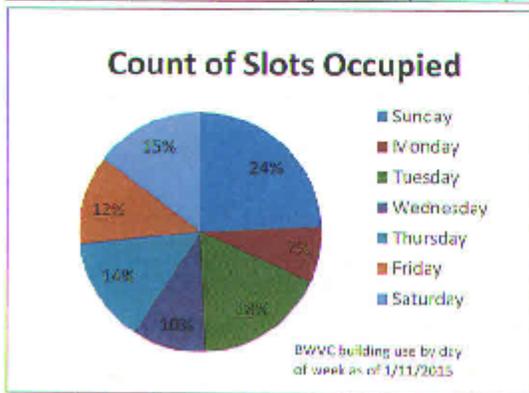
**Usage Report (Steven)**

BWVC Building Usage Summary Report

ROOM -->	1-Day	1-Eve	2-Day	2-Eve	3-Day	3-Eve	4-Day	4-Eve	TOTAL	
x Renter	68	49	50	23	88	20	47	94	439	21.3%
y Committee	0	11	6	48	1	14	0	5	85	4.1%
z Community	30	17	31	15	40	31	33	14	211	10.2%
<b>TOTAL</b>	<b>98</b>	<b>77</b>	<b>87</b>	<b>86</b>	<b>129</b>	<b>65</b>	<b>80</b>	<b>113</b>	<b>735</b>	<b>35.6%</b>
	38.0%	29.8%	33.7%	33.3%	50.0%	25.2%	31.0%	43.8%		

Date Evaluated	14-Dec
Day Count	258
Each Room Count	516
Total Room Count	2054

ROOM -->	1-Day	1-Eve	2-Day	2-Eve	3-Day	3-Eve	4-Day	4-Eve	TOTALS
1 Sunday	41	4	41	4	41	3	41	3	178
2 Monday	15	4	5	11	5	5	5	5	55
3 Tuesday	8	20	7	12	32	15	5	30	129
4 Wednesday	7	8	7	19	5	3	6	18	73
5 Thursday	7	12	11	12	6	14	7	34	103
6 Friday	8	12	8	12	8	17	7	17	89
7 Saturday	12	17	8	16	32	8	9	6	108



**Usage Report Discussion:**

**Building Maintenance (Randy)**

No Report

**Building Maintenance Discussion:**

Randy called back all four suppliers (Newark windows and doors, Allied etc) and said no one answered their phone and he left voice messages. No one returned any of his calls.

Randy suggests creating a priority list of Building repairs and maintenance.

All light sockets taken care of except the one out-front at sign.

Steve will research credits for solar panels.

**Web site Report (Walter)**

**BWVC Web report for 12 January 2015**

- 1) Updated the BWVC “Art on the Town” tab with February’s artist Jane Koester.
- 2) Updated the BWVC Facebook page with Jane Koester’s info.
- 3) Looked into the refrigeration for the Buzz. On Craig’s List, kept a checking in to see what was available for reach-in commercial units. There are many types, sizes, some with special functions. What does the Buzz need? This lead to the idea that there may be legal requirements for refrigeration. The Delaware Health and Social Services has many useful files on line. It appears that the Buzz has been operating as a “Food Establishment”. If we continue offering food to the public, the Buzz should get a Food Establishment permit. Complying with food safety requirements will inform our choice of refrigeration.

**2B. DEFINITION**

“Food establishment” means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption: such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food bank; and that relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

“Food establishment” includes an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the Division of Public Health; and an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

**OPERATIONS THAT DO NOT REQUIRE A FOOD ESTABLISHMENT PERMIT**

1. An establishment that offers only pre-packaged foods that are not time/temperature control for safety;
2. A produce stand that only offers whole, uncut fresh fruits and vegetables;
3. A food processing plant;
4. A kitchen in a private home if only food that is not time/temperature control for safety is prepared for sale or service at a function such as a religious or charitable organization's bake sale if allowed by law and if the consumer is informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen that is not subject to regulation and inspection by the Division of Public Health;
5. An area where food that is prepared as specified immediately above is sold or offered for human consumption;
6. A kitchen in a private home such as a small family day-care provider; or a bed-and-breakfast operation that prepares and offers food to guests if the home is owner occupied, the number of available guest bedrooms does not exceed 6, breakfast is the only meal offered, the number of guests served does not exceed 18, and the consumer is informed by statements contained in published advertisements, mailed brochures, and placards posted at the registration area that the food is prepared in a kitchen that is not regulated and inspected by the Division of Public Health; or
7. A private home that receives catered or home-delivered food; or a private home in which an individual is hired to prepare foods for personal consumption.

- 4) Google Analytics

**Last 30 day Total Behavior** (definitions at the bottom of report)

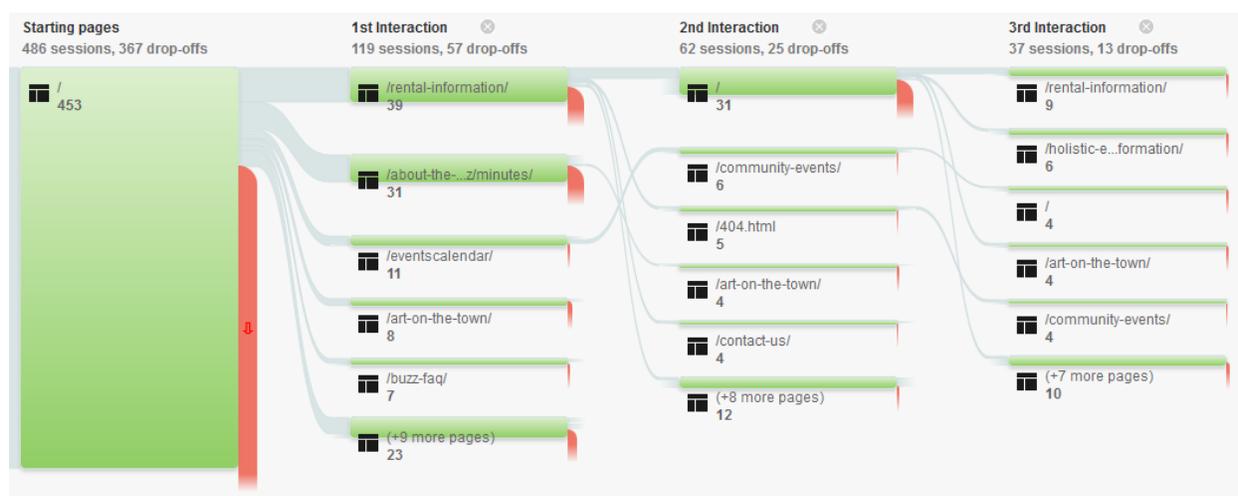
Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate	% Exit
1,254	691	00:00:46	41.77%	38.76%

**Behavior**

Page	Pageviews	% Pageviews
/	810	64.59%
/rental-information/	212	16.91%
/about-the-buzz/minutes/	41	3.27%

/contact-us/	36	2.87%
/art-on-the-town/	31	2.47%
/eventscaendar/	18	1.44%
/holistic-expo-information/	18	1.44%
/directions/	17	1.36%
/buzz-faq/	15	1.20%
/community-events/	15	1.20%

**Behavior Flow**



- 5) Contact Forms
- 6) Rental

Contact outcome?	Submitted	your-subject	your-message
	2015-01-06 03:32:20	Renting rooms	Hello, I have been to several events at your great building and I would like to rent it if possible for my 60th birthday on Saturday, September 26, 2015. I would be interested in possibly Rooms 1 & 2. Please let me know what else you need and if they are in fact available on that date. Thank you. You can also call me at 302-nnn-nnnn if you prefer.

	2015-01-01 18:00:48	March 21 - Community event, held by Arden Concert Guild	As I mentioned to Bev and Steven today, J--- A--- will be doing an art sale, demo and lecture conversation of some sort. We expect to need rooms 1 and 2 from 1 to 5 pm. The concert will be at 8 pm at Gild Hall, Saturday March 21.
	2014-12-30 01:13:24	hall rentals	Hi, I am looking to rent the hall for 24th of January. Please reply to email or call 484-nnn-nnnn.

**Questions/Comments**

Contact outcome?	Submitted	your-subject	your-message
	2015-01-07	Minutes	Have the NOV 2014 Minutes been approved? Is there a draft of the DEC 2014 Minutes?

**Submit your Request:** no contact

**Volunteer:** no contact

**Definitions**

**Pageviews** is the total number of pages viewed. Repeated views of a single page are counted.

**Unique Pageviews** is the number of visits during which the specified page was viewed at least once. A unique pageview is counted for each *page URL + page Title* combination.

**Avg. Time on Page:** The average amount of time users spent viewing a specified page or screen, or set of pages or screens.

**Bounce Rate** is the percentage of single-page visits (i.e. visits in which the person left your site from the entrance page without interacting with the page).

**%Exit** is (number of exits) / (number of pageviews) for the page or set of pages. It indicates how often users exit from that page or set of pages when they view the page(s).

**Website Report Discussion:**

**Programming (Toby)**

BWVC PROGRAMING REPORT FOR PERIOD BETWEEN 12/13/-1/12/15

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

Art on the town takes a break in January. No featured artist.

February's artist is Jane Koester, photographer. Advertising is in place on the website, club calendar and Cityfest magazine. Elizabeth Bard will need reimbursement for placing the ad (\$25.00).

Efforts for a formal exhibit policy are in process and should be completed by the end of this month. Some previous questions have been answered:

1) Art on display will not be covered by the BWVC insurance policy.

Tom Hornung has advised us not to insure the art because it would mean a separate rider each month for each artist. Our new exhibit policy will make this clear. All people representing the BWVC are protected from liability concerning the art and scheduling of the shows.

2) The art will remain hanging in place until after the coffee house on the second Friday of the month.

Arrangements to remove the art on the Sunday after the coffee house will be the standard procedure. Arrangements for removal are made with the art co-coordinator and the building manager. The BWVC committee must be notified and approve any changes from the standard procedure in advance.

**Fearless Improv Comedy** –(12/19/14) A reasonable turnout. There was a fun group of 15-year-old boys in attendance for a birthday celebration. They actively participated on stage and off. This show represented the final show of the year. Future shows may be re-negotiated for the spring.

**Coffee House** – (1/9/15) Many were in attendance at this month's coffee house. Featured band Local Kind attracted a large teen audience. There was plenty of snack food donated but there was a shortage of the Buzz's regular popcorn

**PPP** – This year will be the 10<sup>th</sup> annual Holistic Expo.

**Painting Group** – Jeanne Orr has advertised again in the January Page for interested painters.

**New Year's Day Pot Luck Brunch** – Elegantly decorated, delicious food, good music and good company created a nice vibe. However the brunch was sparsely attended, head count was between 30-35 people some of the guests were from outside of the Ardens. Those that attended seemed to enjoy it. We had two bartenders serving mimosas and bloody marys for \$5.00 a piece.

The Pot luck shopping and set-up went smoothly. Set-up began at 10 am on the 30<sup>th</sup> and was completed within two hours.

Preparation for the day of the potluck began at about 9:00 am and finished around 2:00 for volunteers. Patrick and Dave finished the clean up. Total expenses for the event were approximately \$000.00. The unused wine glasses, tumblers, stirrers etc... are stored in the catering closet.

Programming Discussion:

Steve is researching Grants for 'community events like 'Fridays at the Buzz' and 'ACRA' programs. Brainstorming type for community Programs: game night, movie night, drop in event.

## ITEMS

### Old Business

Another Conflict of interest Policy has been provided to all present. Steven has requested all (except Liz Resko) to please send email to Steve saying they read the policy and understand it.

Formal Documentation is needed to be developed and maintained. The documentation would detail list of Contacts, who has been provided keys to the building etc. The book will be located in a public place where one can reference.

Capital fund to paint and or refurbish building. Playground committee will be making a request (2 meeting cycle to obtain funds).

**New Business** Amy Pollock announced her resignation from the BWVC board.

### Adjournment

Meeting adjourned at 9:25 P.M.

Respectfully submitted,  
Elizabeth Resko

Village Secretary