

Public Notice – BWVC Regular Meeting

7:30 PM at BWVC

Thursday, November 13, 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 (Toby)  
Policy Review / Documentation (Steven)  
Need for Additional Support Areas (Steven)  
Discussion of Future State Proposal (Steven)

**ITEMS**

Old Business  
New Business

Adjournment

**Monthly Regular Meeting**

Attendance: Steve Threefoot, Walter Borders, Bernadette Donohue, Bill Theis, Terri Hansen, Amy Pollock, Beverley Fleming, Randy Hoopes, Pat Morrison, and Patrick Barry.

**AGENDA**

**PUBLIC SESSION**

Meeting Commenced at 7:35 P. M.

Acceptance of Minutes: October 2014 Minutes accepted as presented.

**REPORTS**

Committee agreed Art on the Town Report will be read first.

**Art on the Town:** (Bernadette)

5:30 to 8:30 (adjusted time to match art loops' times)

Attendance was approximately 75 guests.

Alcohol was donated just for this one event. In future, alcohol will be charged. Estimated cost per month is approximately \$130.00 (\$25 Art loop fee, \$25 advertising and liquor costs). Money needs to be recouped for advertising costs of \$25.00?

Need to do: Release from artist to leave art work up on display (define time) after their Exhibit and what that entails.

**Managers Report** (Beverley)

Rentals - Inquiries continue, rentals pending for December and January.

Coffee House we only have two certified bartenders that regularly bartend for Coffeehouse and they both had committed for this Friday but decided to bartend for Gild Hall Concert instead.

Frank is taking course next. In the meantime, should we ask for bar to be suggestion donations or BYOB?

# BWVC Monthly Meeting Minutes November 15 | 2014

I just received payment today from Michelle of CTC for Fearless event. She usually sends this sooner.

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?

Would like to discuss changing meeting nights from Thursdays, back to the original meeting date of the third Wednesday which was to accommodate those on BWVC committee that participated in Village of Arden Office Hours. Now that the third Wednesday is no longer Office Hours, could we change our meeting to that time slot or another. Thursdays are too often a conflict for me. Toby has expressed interest in making that change as well.

Bernadette Donahue asked me to inform you that she is unable to attend tonights are meeting to give report on Art on the Town as she has a standing doctor's appointment every other Thursday.

Respectfully Submitted,  
 Beverley Fleming  
 BWVC Building Manager

Questions:

Steve will talk to Sadie about Achieves fundraiser event (with ACRA participating) for clarification.

Gathering License Archives is part of the village.

## Financial Report (Bill)

	BuzzWare		RenovationFund		TOTAL	
	Apr 1 - Nov 8, 14	Apr 1 - Nov 8, 13	Apr 1 - Nov 8, 14	Apr 1 - Nov 8, 13	Apr 1 - Nov 8, 14	Apr 1 - Nov 8, 13
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
4010 · Donations	0.00	300.00	1,629.32	1,465.00	1,629.32	1,765.00
4400 · Rentals	17,090.93	13,527.52	4,760.00	6,302.00	21,850.93	19,829.52
4900 · Interest Income	11.62	14.52	0.00	0.00	11.62	14.52
<b>Total Income</b>	<b>17,102.55</b>	<b>13,842.04</b>	<b>6,389.32</b>	<b>7,767.00</b>	<b>23,491.87</b>	<b>21,609.04</b>
<b>Expense</b>						
6000 · Payroll	7,194.00	4,292.50	0.00	0.00	7,194.00	4,292.50
6010 · Payroll Taxes	730.19	448.57	0.00	0.00	730.19	448.57
6300 · Administrative Expenses	37.98	0.00	0.00	0.00	37.98	0.00
6310 · Janitorial Supplies	473.04	840.23	0.00	74.97	473.04	915.20
6500 · Equipment Purchases	345.00	0.00	0.00	0.00	345.00	0.00
6800 · Bank Charges	0.00	40.00	0.00	0.00	0.00	40.00
6900 · Audit,Bkping,PR Expenses	283.62	133.07	0.00	0.00	283.62	133.07
6920 · Professional Fees - Other	2,275.00	4,353.00	0.00	0.00	2,275.00	4,353.00
6930 · Janitorial Services	0.00	85.95	0.00	0.00	0.00	85.95
7020 · Telephone	551.49	567.67	0.00	0.00	551.49	567.67
7030 · Electricity	275.79	640.29	0.00	0.00	275.79	640.29
7035 · Gas	766.54	737.87	0.00	0.00	766.54	737.87
7050 · Water	168.10	246.93	0.00	0.00	168.10	246.93
7060 · Licenses/Permits/Fees	0.00	13.00	0.00	0.00	0.00	13.00
7070 · Alarm Monitoring	653.90	586.35	0.00	0.00	653.90	586.35
7500 · Renovations	257.00	0.00	0.00	0.00	257.00	0.00
7600 · Repairs & Maintenance	310.96	85.00	108.00	433.96	418.96	518.96
8000 · Program Expenses	289.10	307.71	1,063.67	1,606.60	1,352.77	1,914.31
<b>Total Expense</b>	<b>14,611.71</b>	<b>13,378.14</b>	<b>1,171.67</b>	<b>2,115.53</b>	<b>15,783.38</b>	<b>15,493.67</b>
<b>Net Ordinary Income</b>	<b>2,490.84</b>	<b>463.90</b>	<b>5,217.65</b>	<b>5,651.47</b>	<b>7,708.49</b>	<b>6,115.37</b>
<b>Net Income</b>	<b>2,490.84</b>	<b>463.90</b>	<b>5,217.65</b>	<b>5,651.47</b>	<b>7,708.49</b>	<b>6,115.37</b>

Net Income to date \$2,480.84

Professional fees and payroll taxes have increased approximately \$1,000.

Income has increased approximately \$3,500 from last year.

The Village of Arden has made their \$2,400 contribution earlier this year.

Since BWVC is a public building with no faucets, decided to continue to lease Deer Park Bottled water dispenser unit all year round. Terri Hansen and Bill will work out arrangements. (Need to pick up empties).

The next Coffee house has no certified bartender available. BYOB until bartenders are available.

Beverley has been laundering the polyester table cloths (which are owned by BWVC) after events. She is willing to continue to provide laundry service but she would like to be reimbursed. Estimated cost per outside services believed to be \$1.55/lb with a turnover of 24 hours. There are 60 table cloths. This is a good basis for determine the cost and will consider best for BWVC.

**Usage Report (Steven)**

BUZZ WARE VILLAGE CENTER RATE SCHEDULE					
Room	PEAK		OFF PEAK		
	STANDARD	REPEAT	STANDARD	PEPEAT	REPEAT (no support)
1	\$220	TBD	\$120	\$70	\$35
2	\$220	TBD	\$120	\$70	\$35
1 + 2	\$425	TBD	\$225	\$100	\$70
3	\$100	TBD	\$70	\$50	\$35
4	\$100	TBD	\$70	\$50	\$35
ALL	\$525	TBD	\$325	\$200	\$125

To Be Published

Room	PEAK	OFF PEAK
	STANDARD	STANDARD
1	\$220	\$120
2	\$220	\$120
1 + 2	\$425	\$225
3	\$100	\$70
4	\$100	\$70
ALL	\$525	\$275

Notes

1	Rooms are available in four hour blocks
2	Peak hours are from 4PM Friday to 4PM Sunday
3	NOTE: Rates effective 10/2014

Updated rates listed per group discussion and agreement.

Note 1: Four hour blocks should also include the times as follows: 8 to 12, 1 to 5, and 6 to 10.

Walt will update website by publishing the off peak schedule. Do not post repeat column because they are by negotiation. Also, Walt will publish notes 1 to 4.

For patrons who are looking for multiple uses, they need to discuss this with Buzz for other potential opportunities.

Add Note # 4: 10% discount for Ardenites.

## **Building Maintenance (Randy)**

### Parking lot stripes

Randy and David will repaint lines.

### Exit Doors in Room 3

Due to the doors not being standard size and having various dimensions /measurement issues along with frames, it is deemed not cost effective to bring to code. In addition, the doors do not have to meet safety code requirements because there are several exits from the building. Instead of installing crash bars, install handles. Cost for new customized hollow, metal doors are approximately \$3,000 to \$4,000 per door. Wood doors are approximately \$2,000 to 3,000 per door. A possible consideration is to make doors permanent. Elicit Ken Morrison's input on the best approach for doors.

### Exit Door located in hallway

Needs crash bar reconfiguration and a medal strip installed in-between on door. Randy is waiting for estimate. Randy contacted the following: Allied Lock and Safe, Newark Door and Windows, Charles C Connelly, Security Instruments.

### Electrical

Steve will talk to John about putting cat 5 wiring for WI-FI in room 3.

Outside Lights: The fixtures are old and are designed to have covers. The covers are missing and that is why bulbs are burning out faster than normal usage. It is not a wiring issue. Proposal: replacement 10 fixtures. The proposal might not have included light out front.

## **Web site Report (Walter)**

BWVC Web report

Items:

- 1) Split-out to separate contact forms with the "reCapture" spam checking feature. There are now contact forms for: volunteering, questions and comments and rentals. Last month I had added my email as a CC and so I can see the contact forms are working.
- 2) Google Analytics has been running for 5 weeks. The data shows that there is a fair amount of web-crawler traffic, foreign visitor traffic and bounced traffic (a visit that leads nowhere) – all of which we don't care about. However, it does show where we are linked to most often

Source / Medium	Acquisition			Behavior		
	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration
arden.delaware.gov / referral	133(34.55%)	76.69%	102(35.42%)	45.11%	2.81	0:01:51
(direct) / (none)	89(23.12%)	49.44%	44(15.28%)	56.18%	2.89	0:01:59
theardens.com / referral	13(3.38%)	76.92%	10(3.47%)	46.15%	2.62	0:03:13
ardenclub.org / referral	10(2.60%)	90.00%	9(3.12%)	60.00%	3.6	0:01:37
chiefdelphi.com / referral	9(2.34%)	88.89%	8(2.78%)	88.89%	2	0:00:09
city-theater.org / referral	8(2.08%)	75.00%	6(2.08%)	62.50%	1.38	0:02:27
google / organic	8(2.08%)	62.50%	5(1.74%)	37.50%	3.5	0:04:52

3) Posted the minutes/agenda when needed.

Work that needs to be done:

- 1) Mapping the modules the site uses and checking for intra-module compatibility.
- 2) Figure out how to turn of “back-tracking”
- 3) Figure out how to block “semalt.com” and “buttons-for-website.com”

**Programming (Toby)11/13/14**

BWVC PROGRAMING REPORT FOR PERIOD BETWEEN 10/9/-11/13

**Art on the Town- (11/7/14)**

Excellent turn out for Danny Schweers Photography. He was pleased with all the advance publicity we provided. Sales so far were \$560.00. This covers about 1/3 of his expenses to produce the show. Danny will need to be reimbursed for the hardware hanging system that he purchased (\$350.00). He was very appreciative of the BWVC committee, Bernadette Donahue, Elisabeth Bard, Beverly Fleming, Patrick and Dave Claney for all the help and support he received. Refreshments were served gallery style (*no charge to patrons*). This worked well for the first show. We can evaluate after a couple of other shows to see if this method will continue. Bernadette was very happy that she did not have to deal with collecting money at her first opening. I paid for November advertising in the Art on the Town Magazine and Bernadette paid for December. The cost is \$25.00 we will each need to be reimbursed. December’s Art show will be with Ellen Durkin, Black Smith extraordinaire

**Coffee House – (10/10/14)** The first coffee house of the season started off a little short of guests & performers but, slowly filled up to include a good size crowd and some talented performances. Refreshments were sold.

**Fearless Improv Comedy –(10/17/14)** Good turnout of about 40 people. Our portion of the gate fee was \$60.00. Refreshments were sold. Bar gross was \$122.00. Total income = \$148.00. I think the number of guests could be increased with more publicity on the part of the Improv group.

**PPP –** We have received two early bird payments for 2015.

**Painting Group** – Jeanne Orr will hopefully join us at the December meeting to further discuss details to launch this group in 2015.

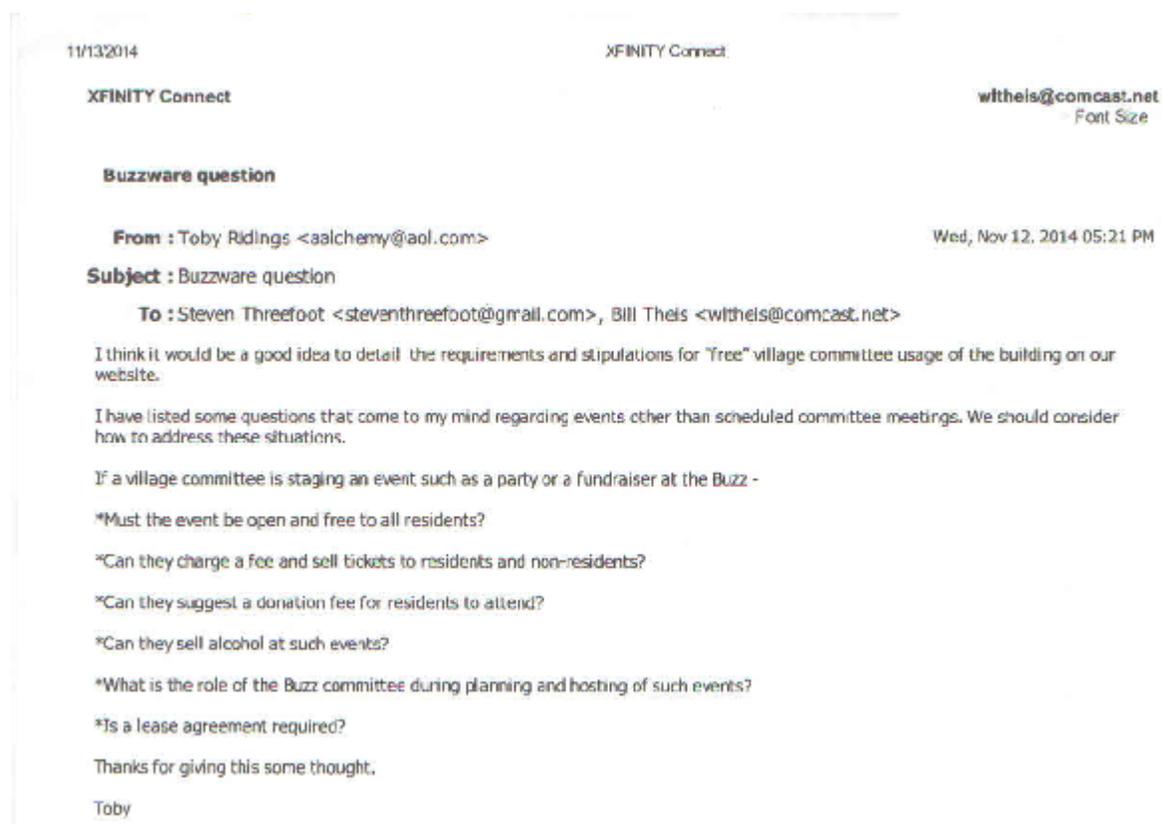
**Tai Chi Group** – Betty Ann Thermal decided to keep the Tai Chi group practices private therefore they will no longer be meeting in the BWVC.

**New Year's Day Pot Luck** – Needs to be publicized in the Page for December. Planning of this event needs to start now. Do we need a sub-committee? What is our budget? Need to call upon friends of the Buzz for help

**Yelp Review** – The Buzz received a timely review on Yelp (attached). The biggest concern was the lighting. Fortunately we will be enhancing the lighting system.

**Request meeting night change.** I would like to propose a different night for our meetings starting in the New Year. The 3rd Wednesday night of the month would work for me. I am open to other possibilities too.

Toby Ridings



Steve suggests that the group think about these questions and suggests that Toby set up a subcommittee meeting to discuss and formulate some clarifying thoughts to bring to next monthly meeting. Steve will contact Toby.

**Policy Review/Documentation**

Policy for the Village was provided each person of the BWVC committee. Send email to Steven stating that you have read and understand the policy that was provided and you accept it.

Discussion of Future state of BWVC

Monday Steven attended Ardentown meeting to clarify any questions pertaining to BWVC history, legal structure, finances, contributions etc.

Committee members Roles/Responsibilities/duties further defined

Currently broad areas of responsibilities have been distributed among members of committee. Open discussion about further division of responsibilities among members. Purpose is to ask what we are missing. Are there gaps? Suggestion: a volunteer coordinator is needed.

**ITEMS**

**Old Business**

**New Business**

**Adjournment**

Meeting adjourned at 9: 30 P.M.

Respectfully submitted,  
Elizabeth Resko  
Village Secretary