

Public Notice – BWVC Regular Meeting
7:30 PM at BWVC
Thursday, October 9, 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)
Discussion of BWVC Committee Proposal from Attorney (Steven)

ITEMS

Old Business
New Business

AGENDA

PUBLIC SESSION

Attendance:

Members: Steve Threefoot, Bill Theis, Walter Borders, Beverley Fleming, Randy Hoopes , Amy Pollock & Toby Ridings. Guest: Elizabeth Bard, Bernadette Donough, Ken Morrison & David Jones.

Meeting called to order at 7:33 P.M.

Acceptance of Minutes

September 11, 2014 BWVC Meeting Minutes accepted as presented.

Art on the Town

A separate meeting was held by committee members to discuss Art On the Town as a going concern. The results were as follows:

Goal is to formalize, generalize and provide structure for Art on the Town by having BWVC sponsoring the program.

Toby introduced the Co- Coordinators of Art on the Town: Elizabeth Bard and Bernadette Donough. They will work with Toby to develop a plan on how they would like to move forward and define their roles at Buzz's December meeting. At the same time, they want to honor Deborah's commitments that she made earlier. In addition, they will reach out to Deborah to see if she has a list of people who are already booked for Art on the Town.

Bernadette met with Deborah Ricard and she created a template on procedures/guidelines for Art on the Town which will be a work in progress.

Danny Schweers will be the feature artist for November (needs to be formally approved).

Would like to book artist for December's Art on the Town.

Danny placed an order to purchase gallery hardware in order to display Artists' art work.

A list of committee members will be provided to coordinators.

Arden Art Studio Tour, as part of December's Art on the Town, will not be sponsored this year due to time constraints.

Art on the Town is covered under Insurance policy but a special Ryder is being researched. Also, Volunteers are covered under Insurance Policy for the Village. Serving Alcohol is being researched further.

REPORTS

Managers Report (Beverley)

Rentals - Good. October, November and December are almost completely booked for Rooms 1 and 2

I discussed with Randy and Toby that I would like to have a flyer, post-card size that will give Rent the Buzz information including types of rental, contact person's name, number and the new website address for the Buzz. This could be available on the front table as well as placed on the tables for such events as the Coffee House and Art on the Town. It would be good to have good graphics on the front, something people would be encourage to keep and refer for future information.

I met with Michelle from City Theater Company and signed contract with them. She appreciated the connection and felt more comfortable about advertising Fearless. Some confusion about how this was handled from her. I have volunteered to lead the set up for the October show but I would like to train someone to know how to be able to do this in my absence as I will not always be available. I am in the process of writing a procedure document for this event..

Although, something nice was written thanking Debbie Ricard for the outstanding job she did making Art on the Town happen, it would be nice if a card of thanks was sent to her from the Committee.

I would like some description of what exactly my role is for the events such as Fearless and Art on the Town. I am committed to complete availability to the Coffee House, which involves many volunteer hours as well.

Would like to discuss the decision to make the custodial role at Peddlers an operating expense and not Peddlers.. It had been agreed in previous meetings that this was a Peddlers expense. The custodian would not have had ½ of the hours for services during this set up and break down normally.

Respectfully Submitted,

Beverley Fleming
BWVC Building Manager.

Discussion

Committee would like sign a card for Deborah Ricard to show appreciation.

Interested in creating a postcard/flyer detailing BWVC information by providing BWVC website (handouts, placed on table at Buzz events and mailed). Need graphic designer, printer and determine costs while adhering to regulations for mailings. They will check with Gina Hall, who has information on mailings costs and regulations.

Financial Report (Bill)

BWVC Financial Reports are being redesigned to provide more detail per community event category (classification -Coffee house will have its own category, contributions tied to community event category, etc.).

The \$1,200 loss has been reduced to \$800.

Clarification about rental rooms 1 & 2: they are completely booked for Saturdays and are usually booked as a unit. There is still availability for rooms 3 & 4.

WIFI works in room 3 but does not work in room 4. Temporarily flip flop rentals for Tuesday evenings for the next eight weeks until this is corrected. Awakened Heart will be moved to room 3 till this is fixed.

Building usage Report (Steven)

Buzz Ware Village Center Usage Report
October 2014 BWVC Committee Meeting

Count	4/1-10/9	CLASSIFICATION
530	34%	USE for ALL CLASSIFICATIONS
310	58%	GUESTS
59	11%	COMMITTEE
161	30%	Community, ACRA, Club
1014		TOTAL SLOTS

Building/Maintenance Report (Randy)

I have 3 estimates coming for both the Room 3 double door's replacement and the exit/crash bar for the main hallway door.

Security Instruments (our alarm company) doesn't install them, btw.

I have a second call out to Newark Door and Window for both. [1.302.366.8857](tel:1.302.366.8857)

I have a first call out to Charles C. Connell for both. [1.302.998.8081](tel:1.302.998.8081)

I have a first call out to Allied Lock and Safe for both. [1.302.658.3172](tel:1.302.658.3172)

When I get my Sears work schedule (which is flexible) tomorrow, I'm arranging all 3 meetings.

I also have an exterior painting estimate from Ken Sutton, but I have questions about it that he and I have not yet discussed. Do we have an exterior paint budget i should stick to..?

--Randy

Discussion:

Doors

Panic bar needs to meet code.

Exterior door located next to Officers/Trustees office needs the latch repaired and the lock secured.

Ken Morrison has volunteered to refurbish front door before the winter weather.

Exterior Building

Randy obtained estimate for painting exterior building from Ken Sutton in the amount of \$7,700 (Not sure what is included). He believes the proposal includes power washing (not commercial no sand/grit), and removing loose peeling paint. He will apply 2 coats of exterior latex stucco paint and doors. Contact Randy for copy of estimate.

Professional commercial power wash Randy will obtain estimates.

Steve would like to obtain an estimate from a professional painter. He wants this done correctly and realizes a professional company will probably cost more..

Toby obtained estimates for stucco building. (Contact Toby for copy of estimates) . Stucco can be in color in which there is no paint to maintain. Average price is approximately \$23,000 based on her current estimates. A three stucco coat system will build outer wall beyond windows.

Steve will set up a private separate meeting to discuss exterior building repairs; focus group to obtain information and try to determine course of action.

Outside electrical work on hold until an estimate is received from John Di Giovanni.

Roof no water leaks

WEBSITE Status Report (Walter)

View Contact Form

Private contact information is available for viewing by members in wordpress program. A page was set up called "View Contact Forms" which shows the history of people who have emailed BWVC. It is a permanent location and a corporate memory of people's contacts and their concerns.

Calendar

Plan is to set up two calendars: Public events and Private events. Current calendar is listing both private and public events. Desire is to simplify information.

Usage Reports

Google analytic started on September 29, 2014. It will track sessions and break that down further into % that was bounced back (went into sight and immediately left). Web site is being viewed not only locally but internationally. Tracks what has been touched and looked at. Tracks number of times viewed (minutes, calendar, directions, holistic expo etc.).

Security

To prevent the volume of spam email that is being received CAPTCHA was set up as part of log in.

Web site Support

David Jones volunteered to help support BWVC website.

Programming Report (Toby)

Meeting: Sunday afternoon 10/5/14,

Attendance: Steve Threefoot , Walt Boarders, Bill Theis, Randy Hoopes and Toby Ridings

RE: Art on the Town in Arden

Art Coordinator mission:

To identify & coordinate with the Artists to facilitate the show.

- Advertise in the NJ Art on the town magazine, The Arden Page, Bulletin board Flyers and Website.
- Coordinate hanging the show with the artist.
- Manage the sales and commissions of the artwork
- Coordinate the "take down" of the show
- Refreshments, beer & wine, BWVC will provide a licensed bartender
- Set-up of room/tables/chairs with help from the BWVC custodian

The coordinators are covered by the BWVC insurance.

BWVC will provide the gathering license and a licensed bartender

The length of time that the exhibit hangs will be voted upon at next BWVC meeting.

BWVC will seed the first show with a budget of \$100.00 and donations of wine and beer.

BWVC will provide a hanging system.

Other:

*Received a proposal from Jeanne Orr to organize a painting group at the buzz.

*Received a donation check from Awakened Heart of \$106.00 for PPP

They feel that they received much benefit from the event.

*Shopped for Props and costumes for PPP at Good Will \$92.00 spent

Beverly will make an inventory list of our props and costumes

*Received several PPP survey responses all very favorable.

*Deposited additional monies from the event totaling \$60.00

*Met with Bernadette Donahue about Art on the Town

*Coordinated with Elisabeth Bard an Artist for November

*Ordered wire and hooks for mounting system

*Received new estimate from Stucco Contractor

Discussion:

A formalized request (via website) was received from Jeanne Orr to use the BWVC weekly from 6:30 to 9:30 for her community painting group.

Concerns:

No storage. They will have to pack up and remove all items/supplies after each use.
Paint various mediums (custodial support and possible paint, varnish stains on floor)
Turpentine (flammable)
Usage time (monthly vs. weekly)
Number of members (qualify as community event)

Toby will discuss details with Jeanne and invite her to our next meeting to discuss details with committee members.

Archives (along with Jan Rudzinski of ACRA) presented a proposal to use BWVC for a Fundraiser on January 31, 2015. Steven will talk to Sadie to understand the plan and for clarification. This is an event by a committee (Archives) and therefore no rental fee is charged.

Mailboxes: Registration currently mailing of ballots which involves many people. They need their own lock mail box (outside where they can access it every day).

Policy Review/Documentation (Steven)**Discussion of BWVC committee Proposal from attorney (Steven)**

Steve sent all committee members a copy of the letter he received from Ted Rosenthal, dated October 3, 2014, (earlier version is different) with Ted's list of recommendations.

October 3 letter summary:

September 1973 created and defined BWVC committee with five voting members.

September 1975 Town Assembly opened up two additional members; one representative from Ardentown, and one from Ardencroft as non-voting members. The Village lawyer explained the reason why the representatives were non-voting members: in order to be a voting member on the Village of Arden committee, one has to be a resident of the Village of Arden as stated in the By Laws that are part of the State Charter.

Recommendations:

1. Make a proposal first to Arden Town Assembly (because the facility is wholly in the Village of Arden, and wholly responsible for the Village of Arden. The Village of Arden has all the financial exposure, risk and requirements to take care of the building.)

Make a proposal to the Town Assembly to change the state charter of the Village of Arden to provide voting rights to committee members. (Very difficult).

2. To formalize the way committee members from Ardentown and Ardencroft participate and define their roll. Possibly have an election process for the representatives, similar to Arden Committee members with a two year term, so all can be treated equally. Before the next Town Assembly (January 2015), Steve would like a couple of open public meetings for the three Villages to obtain input and suggestions on how to move forward.

Clarification: Ardentown and Ardencrofts committees have access to the BWVC independent of whether a contributions are made or not. They are contributions. They are not in exchange for anything.

Clarification: Contributions from Ardentown and Ardencroft are to provide support to community events which are under operations.

3. Prepare a document reviewing the arrangements for spinning off BWVC as a separate entity.

A subcommittee will be formed to figure out how to move forward and have something prepared to present to the Three Villages.

ITEMS

Old Business None

New Business None

Meeting Adjourned at 9:46 P.M.