

Attendance: Steven Threefoot, Beverley Fleming, Amy Pollock, Bill Theis, Terri Hansen, Toby Ridings, Randy Hoopes & Liz Resko.

## Agenda

Public Notice – BWVC Standing Monthly Meeting  
7:30 PM at BWVC  
Thursday, June 12, 2014

### Agenda

#### Public Session

Acceptance of Minutes

#### REPORTS

Advisory Meeting Summary (Steven)  
Manager's Report (Beverley)  
Financial Report (Bill)  
Build / Maintenance Report (Randy)  
Website Status Report (Walter)  
Programming - PPP (Toby)

Old Business  
New Business

Adjournment

## Meeting

Meeting Convened at 7:39 P.M.

## Minutes

May 8, 2014 BWVC Monthly Minutes approved as presented.

### **Chairman's Report**- Steven Threefoot

Steve reviewed June Advisory meeting summary that impacted BWVC is as follows:

\*Steve will prepare BWVC Town report and present to group for their input.

\*Letters were sent to long-term renters and Awakened Heart. In discussion with Awakened Heart; the goal is to balance the needs of Awakened Heart and BWVC needs while maintaining a good relationship. They are thinking about cutting back. They might give up Room 4 on Friday evenings. Need to determine the value of storage space.

### **Manager's Report** - Beverley Fleming

#### Rentals

Rental: Full Rental June to September 2014. Partial Rental for October & November.

Letter notification of increased in rent for long term renters was mailed.

A letter by Advisory Chair will be sent to notify Renter (May 17 rental date) that security deposit will be applied to damaged/and or stolen items and included will be an itemization of those costs.

#### Alcohol

Pacem in Terris is scheduled to rent a room at BWVC for a Fundraiser this weekend. Need one Delaware Certified Server (not mixologist as in a bartenders but a Certified Servers who is trained in safety practices/regulations when serving alcohol) and need a volunteer to purchase and pick up alcohol.

Clarification: If someone is working under the umbrella of the committee, they do not need to be a committee member.

Does BWVC pay certified Alcohol server or volunteers? In order to consider paying Delaware Certified Servers, the committee needs to know what the event is netting.

Since a Certified Alcohol Server is a state requirement for events/ functions in which there is sale of alcohol, Steve suggests those interested in being a volunteer to sell alcohol sign up for class. Information on classes can be found on Delaware Division of Alcohol and Tobacco website. Website: <http://date.delaware.gov/>

BWVC will cover the cost of Delaware's Certified Alcohol Server training.

A letter and/or part of their contract (to be determined) should be drafted to clearly state the BWVC position on who will provide the liquor for renter's events.

Clarification on Liquor State Rule: A nonprofit entity can obtain a license for themselves and can generate a profit for their nonprofit entity. However, a nonprofit entity cannot obtain a license for a profit entity and generate a profit for the nonprofit entity.

Randy Hoopes will be responsible for finding a Delaware Certified Alcohol Server for Pacem in Terris fund raiser and for picking up the liquor.

## **Financial Report** Bill Theis

Bill reviewed the following Reports:

9:11 PM

06/09/14

Accrual Basis

**Village of Arden**  
**Profit & Loss Prev Year Comparison**  
 April 1 through June 9, 2014

	Apr 1 - Jun 9, 14	Apr 1 - Jun 9, 13	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
Income				
4010 · Donations	0.00	300.00	-300.00	-100.0%
4400 · Rentals	3,890.00	4,075.00	-185.00	-4.5%
<b>Total Income</b>	<b>3,890.00</b>	<b>4,375.00</b>	<b>-485.00</b>	<b>-11.1%</b>
Expense				
6000 · Payroll	2,433.00	1,680.00	753.00	44.8%
6010 · Payroll Taxes	246.94	175.56	71.38	40.7%
6310 · Janitorial Supplies	33.25	248.14	-214.89	-86.6%
6900 · Audit, Bkping, PR Expenses	15.00	115.47	-100.47	-87.0%
6920 · Professional Fees - Other	650.00	828.00	-178.00	-21.5%
7020 · Telephone	190.57	160.22	30.35	18.9%
7030 · Electricity	76.60	507.46	-430.86	-84.9%
7035 · Gas	582.36	530.18	52.18	9.8%
7050 · Water	72.64	71.44	1.20	1.7%
7060 · Licenses/Permits/Fees	0.00	13.00	-13.00	-100.0%
7070 · Alarm Monitoring	263.00	195.45	67.55	34.6%
7600 · Repairs & Maintenance	268.00	0.00	268.00	100.0%
8000 · Program Expenses	18.34	0.00	18.34	100.0%
<b>Total Expense</b>	<b>4,849.70</b>	<b>4,524.92</b>	<b>324.78</b>	<b>7.2%</b>
<b>Net Ordinary Income</b>	<b>-959.70</b>	<b>-149.92</b>	<b>-809.78</b>	<b>-540.1%</b>
<b>Net Income</b>	<b>-959.70</b>	<b>-149.92</b>	<b>-809.78</b>	<b>-540.1%</b>

9:12 PM

06/09/14

Accrual Basis

*RENOVATION FUND*  
**Village of Arden**  
**Profit & Loss Prev Year Comparison**  
 April 1 through June 9, 2014

	Apr 1 - Jun 9, 14	Apr 1 - Jun 9, 13	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
Income				
4010 · Donations	139.00	700.00	-561.00	-80.1%
4400 · Rentals	1,915.00	2,615.00	-700.00	-26.8%
<b>Total Income</b>	<b>2,054.00</b>	<b>3,315.00</b>	<b>-1,261.00</b>	<b>-38.0%</b>
Expense				
7600 · Repairs & Maintenance	0.00	340.00	-340.00	-100.0%
8000 · Program Expenses	0.00	311.16	-311.16	-100.0%
<b>Total Expense</b>	<b>0.00</b>	<b>651.16</b>	<b>-651.16</b>	<b>-100.0%</b>
<b>Net Ordinary Income</b>	<b>2,054.00</b>	<b>2,663.84</b>	<b>-609.84</b>	<b>-22.9%</b>
<b>Net Income</b>	<b>2,054.00</b>	<b>2,663.84</b>	<b>-609.84</b>	<b>-22.9%</b>

Standing Vouchers

Steve has authorized standing vouchers that he would like to submit for next quarter's reports. Standing Voucher is for those operating expenditures that occur every month. By having a standing voucher, a payment voucher does not have to be filled out and submitted each month for payment. The voucher tracks how much was spent with dollar amount limits.

## **Building maintenance** - Randy no report

Discussion:

Flower Planters/boxes to replace old ones: Description: Hay Racks style, 2 (48") x \$60/ea plus matting and soil. Budget \$250.00.

Tile on Ceiling Beverley's bucket list.

Randy is looking into the electrical issues with the outside lights for shorts. Randy will contact a certified electrician to evaluate. At the same time, we will get quotes for adding additional outlets on the walls without outlets in room 2. The objective is to eliminate the current practice of using extension cords to provide power.

It was agreed that the committee will make a once per month walk-a-rounds at the BWVC. The purpose is to keep the committee familiar with the building and to get additional sets of eyes looking at the facilities.

Website Toby pleased with communication between Walter and herself. The following were addressed by Walter: Reinstated the slide show, updated some information PPP and He is still working on other things that were discussed.

Calendar capabilities alternative make it easier to see things. Beverley will list (from a user's point of view) for those using the building what features of the calendar would be minimum requirements and that can be used to see if the add- in that Walter has found will meet requirement.

Steve would be interested in repeats business (calendar); statistic frequency of accessing website.

BWVC contact person: 2818 leave a message BWVC phone. Beverly checks about five times a week. Make sure Memorial Garden committee has BWVC number but if more urgent they can contact Beverley at her home phone number.

## **PPP -Toby**

Started meeting on May 14 and have had five meetings to date.

Toby sent out a web announcement to all previous vendors concerning early bird special. June 15<sup>th</sup> is the end of early bird special and that is the date that should provide a clear picture of how many vendors are committed and what is involved to recruit more. As of now there are twenty vendors. Raffle (hat) and Beverley offered to do it again, charge a fee for the raffle. Randy placed an ad for volunteers. They are on schedule/on track.

Approximately 400 emails are collected on average, but at this time it is not clear on how the list is going to be used.

**Old business** Toby - The painter that Terri referred to come out to look at the building and he recommended power wash and patch, but no final estimate has been received. He referred a Stucco Company whom she is trying to set up appointment with to look at the building.

**ACRA**- Terri Held staff meeting and scheduled setting up date for June 21. They will order spring water for the summer.

**New Business** - Steven Threefoot.

Three Chairs/Directors spoke to the Village Attorney, Ted Rosenthal about the management structure of the building. He volunteered to speak to the BWVC group about options. The lawyer is not sure about the legal aspects of how it was set up and what the constraints are as of yet. He will have to investigate. It is not an open meeting.

Meeting Adjourned 9:01 P.M.

Respectfully submitted  
Elizabeth Resko  
Village Town Secretary

