

BWVC Regular Meeting
7:30 PM at the BWVC
Monday, April 15, 2019

Attendance: Maria Burslem, Pam Cohen, Denis O'Regan, Toby Ridings, Mary Young. **Guests:** Patrick Barry, Dave Claney.

Proposed Agenda: Reviewed and approved.

Minutes: March minutes accepted.

The convener, Maria, opened the meeting. There has been a tie in election of committee members. Denis stated that a run-off must be completed at the town meeting in June. Until then, the committee has 6 members and Denis will continue to serve as Chairperson.

Building Managers Report: *See attached building manager's report from Pam. Here is a brief recap of items discussed:*

- All exit signs are now hard-wired.
- Civic will be proceeding with a major green repair. It will impact the BWVC parking. Denis will write a letter to find out scope and schedule. We will then have to manage scheduling of events due to any impacts.
- New leases for Home Inspectors, Dominic Chen and AB&L (3 year), per Toby. Pam will prepare.

Chairpersons Report: *See attached chairperson's report from Denis. Here is a brief recap of items discussed:*

- Denis stated that the committee should consider the concept of 'training a co-chair before the next election. It is felt that this would be important to the continuity of the committees mission and responsibilities.
- New envelope flaps are being used and are working well in showing date, attendance and donations. Must continue to train users to use the envelopes.
- Policy with regard to ad hoc committee meetings is being changed. Larry will remove the 'ad hoc' option from the website for scheduling meetings, so that the committee's must be involved in the scheduling process. Denis will create.
- All committee members are encouraged to add procedural information onto 'One Note' as we work through documentation of standard operating procedures.

Program Report: *See attached program report from Toby.*

- Coffee House for April had 101 people in attendance. \$314 total donations.
 - We need to ensure that the donations for the Buzz are made very clear at the coffee house events. Randy or a committee member should speak to educate and solicit, or there could be a collection at the door. The opportunity cost of using the BWVC for coffee house is \$525.
- Art Loop: light turn-out. \$35 in donations, no artist sales. There is a change in programming for May. The Brandywine Photo Collaboration will exhibit.
- PPP – 7 applications received; adding names from raffle to Mailchimp (Pam will perform this work).
- 5-19-19 is the Arden House and Garden Tour.
- June – ACRA Summer Program begins.

Website:

- Larry discussed the 'Community Events Page', asking "what is community"? It is not defined and is ambiguous on the website. After some discussion, it is agreed that it is the 3 Ardens. But should it be this community or the broader community at large that may use the facility?
 - All committee members are asked to again review the operating guidelines mission and be prepared to discuss and potentially amend as necessary.

Old Business:

- No shelves yet for the stage storage. Everything else is complete in this area. Denis to procure necessary shelving.
- Back storage – on hold for now; Denis, Toby and Mary will meet to discuss and review requirements. Mary will create a plan based on needs, functionality and input.
- Roof leak – Toby provided a recommendation from Clay on how to repair. Denis indicated that it is a work in progress. He will schedule an appointment with contractor to review and provide information on how to repair.
- SOP Guidelines Review – Not all committee members trying to access this information were successful. Denis stated that it is not yet formatted correctly.
 - The committee members present reviewed the mission statement and the operating guidelines.
 - Denis added a 'Building Manger Task' for solar meter readings procedure.
 - All committee members are asked to document the procedures they know and are using.
 - Toby will ask Bernadette to create a policy document for the Art on the Town event.
 - A concerts procedure should also be developed.
 - Once all procedures are documented, the committee will need to review and vote on all to create official policies.
 - It is asked that everyone look at the 'red binder' procedural documents prior to next month's meeting and be prepared to review and discuss.
- Maria stated that there is an issue with hot water in Room 2 and ants in Room 1.
- Denis to organize a meeting with Patrick to discuss plumbing and ant issues. Patrick indicated that he will add 'Root Out' this spring, as it was last applied last spring.
- Dave introduced the idea of a defibrillator for the building. Denis will check with Walt on previous actions on this issue.

Motion to adjourn 9:17 PM

Respectfully,

Mary Young, BWVC Secretary

Buzz Manager's Report April 15, 2019

Fire Marshall's report:

All violations corrected. Let Fire Marshall know. He sent an application that needs to be filled out and I have requested a \$25 check for the License Fee.

Total cost of electrical is \$1371. \$650 for initial panel work/inspection and \$750 for new Exit Lights and placing old signs under door exits in rooms 1 and 2.

Marketing:

Old chairs have been donated to Saint Patricks Program. Thank you to David and Patrick for your help.

Private Events scheduled and deposits paid:

Hans Francke-Goodbye Arden party-5.4.19 2:00p-6:00p rooms 1 and 2

Cookie Ohlson-Memorial Service-5.25.19 1:00p-4:00p rooms 1 and 2

Line Farr-Dog Scent-Series Dates set up 4.17.19, 4.22.19 and 6.7.19; 6 events - 4 hours ea

Pending - Ruth Panella- 6.8.19 or 6/9.

~~Justine Ingrao-6.1.19~~

^{planning}
Community Meetings/Events

Elizabeth Varley; Mark Wood

↳ Registration Committee Convener

Security Deposits written for check to be returned: 1

Solar reading: 4.9.19 - 723 remaining 25079

Operating issues-

Sink in room 2 has been repaired. Will check on update for the ant problem.

See attached BWVC Managers Monthly Report Form

Thank you

Pam Cohen

4/15/19

BWVC PROGRAM REPORT BETWEEN: 3/18/19 – 4/15/19

Friday Night Programming:

Coffee House- 4/12/19, featured act Sharon and Sean Q. Another standing room only evening. The band was promoting their new CD release. Peak attendance at 9:00 PM was 101 people, Concession stand \$19.00, Entry/bar donations \$164.00, Food table \$61.00. Exclusive pass the hat for Buzz \$150.00 Total donations \$314.00.

Art Loop Arden- Ray Magnani, photographer. A rainy night, very light-turn out. 1 bottle of white and 1 bottle of red used. \$33.00 in donations. No sales yet.

On going monthly programming:

Mobility Class – Cecilia Vore, organizer, Tues. and Thursdays 2-3PM BWVC. Rm 1.

Art studio at the Buzz – Jeanne Orr, organizer. Monday nights. 7-9PM. Has become more popular and well attended.

Yoga – with Barb McAnany , 8:30 AM on Saturday mornings. Room 3..

Long term renter- Dominic Chen, Thursday night Chi-Gong. Rm 4

Interior Mural: Linda is looking into purchasing the mounting boards. Denis will need to have the frame ready because we wont have anywhere to store the large boards. Update attached.

Steam clean living room furniture. In January

PPP Fundraiser, August 31, 2019 : So far 7 applications have been received. Pam Cohen is entering the names from last years raffle to our mail-chimp account. We may attend an expo in Philadelphia next weekend to seek potential vendors.

Recent Community events: The Arden Bookies date for meetings?

Community Event Requests: ACRA summer programming & H&G tour May 19th 1-4PM.

Respectfully submitted,
Toby Ridings