

BWVC Regular Meeting

7:30 PM at the BWVC

Monday, January 21, 2019

Attendance: Maria Burslem, Pam Cohen, Denis O'Regan, Shari Phalen, Toby Ridings, Larry Strange, Debbie Sheiker, Mary Young. **Guests:** Dave Claney.

Proposed Agenda: Reviewed and approved.

Minutes: December minutes accepted.

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

- Storage project – Ken Morrison indicates it should be completed by the end of January. If Ken is not able to complete the work, Toby has another contactor contact she has provided to Denis.
- Stage area roof is still leaking, per Debbie.
- Printed envelopes are in distribution now. We must ensure that the new envelopes are always used and completed. We will keep flaps for the records.
- Parking on the town green will be a topic at the Arden Town Meeting. The Civic Committee was asked not to install the mesh on the green parking area. However, the BWVC needs the overflow parking and will recommend that the mesh be installed.
- Cecilia Vore spent a lot of time assisting Denis in resealing the entrance doors to the Buzz. A big thank you to her for her time and commitment.
- Annual contributions from Ardentown are \$1400 and \$2000 from Ardencroft. This item will be included on next month's agenda to review and update, as appropriate. Larry Strange communicates to Ardentown the percentage of the contribution as it relates to overall operating expense.
- The committee will ask for accounting program additional numbers to better define budget detail.
- The committee needs 6 new committee nominees. Deadline for submission is 3/4/19. If incumbents all elect to participate, 3 additional nominees will be needed.

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

- The committee has expressed appreciation to Patrick and Dave for staging the Art on the Town and Vendor Show in December. They deserve a big thank you. Many compliments were received from the committee. The lights on the pathway were particularly lovely.
- We need to include on the agenda for next month whether we do a fundraiser for Peddlers and Potions. More involvement is needed from others.
- Betty O'Regan has requested the use of Room 3 for a community event – An Arden Bookclub. This was unanimously approved by the committee. It was suggested that Betty also put the meeting times in the page.

- Snow Day Pop Up Games – A sponsor is needed. Perhaps ACRA could sponsor. This should be put in the Page for February and be added to the Town Meeting Report.
- Toby presented an outline/starting point for the Standard Operating Procedures for the BWVC.
 - The committee should review and approve the content. Larry suggested using Google Docs to share, review and approve content among committee members.
 - Larry indicated that these should be housed on the website or perhaps the Village of Arden website.

Website: *Larry provided the following updates:*

- A summary report of the Website Contact Form was provided and reviewed.
- There has been an uptick in volume since the introduction of the new website.
- Google Knowledge Card – Larry maintains this separately and has added a virtual tour and will continue to improve this feature.
- There is no way to sign up for the mailing list on the website today. Larry suggests claiming the top section for ‘sign up for mailing list’ as an opt in. Then email blasts could be done for ‘Friends of the Buzz’.
- Calendar Add-ins – it was suggested that an image be added with each event so that the events line up in the calendar properly.

Building Manager Update: *Pam provided the following updates:*

- The BWVC Manager’s Monthly Report was submitted and reviewed by all committee members.
- \$100 budget for local school newspaper/graduation booklet approved. Pam to coordinate.

Old Business:

- Non-voting member procedures. Toby suggested that the committee put together a write-up that the Ardencroft and Ardentown could review and approve.

New Business:

- The committee briefly reviewed succession strategy deadlines. It was agreed to further discuss next month.
- It was agreed to continue to review and discuss Guidelines and SOP’s, Succession Strategies to update, finalize and publish.

Motion to adjourn 9:10 PM

Respectfully,

Mary Young, BWVC Secretary

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Call to order

Review and Approve Agenda

Acceptance of December 2018 Minutes

Chairperson's Report

Financial –

I'm reporting on the partial fiscal year March 25, 2018 – Jan 20, 2019. We are \$7K up in Income and \$5K up in expenses, yielding a deficit that is \$2K lower than last yield at this time.

	BuzzWare	
	Mar 25, '18 - Jan 20, 19	Mar 25, '17 - Jan 20, 18
Income		
4010 · Donations	1,450.00	1,625.00
4100 · Program Revenue	6,948.18	6,296.28
4400 · Rentals	23,821.00	17,275.50
4900 · Interest & Dividend Income	19.54	21.13
Total Income	32,238.72	25,217.91
Expense		
6000 · Payroll	15,377.56	17,030.50
6010 · Payroll Taxes	1,500.62	1,661.82
6300 · Administrative Expenses	555.25	75.00
6310 · Janitorial Supplies	470.59	434.85
6800 · Bank & RJ Investment Fees	91.00	40.00
6900 · Audit,Bkping,PR Expenses	363.50	411.75
7020 · Telephone	1,182.08	1,111.23
7030 · Electricity	781.29	645.60
7035 · Gas	1,141.80	1,277.81
7050 · Water	263.22	269.80
7060 · Licenses/Permits/Fees	0.00	25.00
7070 · Alarm Monitoring	840.48	781.80
7500 · Renovations	5,112.57	250.00
7600 · Repairs & Maintenance	3,840.93	1,634.38
8000 · Program Expenses	5,523.65	6,571.85
8060 · Ground Maintenance (mowing, etc	138.00	0.00
Total Expense	37,182.54	32,221.39
Net Ordinary Income	-4,943.82	-7,003.48

Misc Income – Solar credits this fiscal year have resulted in Income of **\$972**

Program Expenses – Costs and Donations for Yoga and Strength and Mobility will be prepared for our March meeting.

Storage Project – Ken could not get to it again, was recommitted to first to second week of January, but the holidays pushed him late. He has committed to the end of this month. If the BWVC committee does not have a problem with it, I will offer to perform the work for Ken's company, with costs not exceeding his estimate.

Printed envelopes – are in use. It is very important that these be used for every Program Event.

Parking on the Green – at the upcoming Town Meeting the Parking Ad Hoc committee, appointed by the Advisory Board (the BWVC represented by this Chair, will put forward a motion that a Town elected Ad Hoc Committee should study and report to the town on a suggested course of action. The Advisory appointed Ad Hoc Committee did not meet as many times as it was committed to, and did not develop advice and direction to be given to the town elected committee, as was voted on and adopted.

Given the poor condition of parts of the green, which is experienced annually. So, we're coming up on a year since the green was this big a mess. I ask the Buzz committee whether I should include in the January report to Town Meeting, that we urge Civic to undertake remediation, with mesh, asap.

Tablecloths – the whites are returned to the Buzz.

Advisory/Registration – We need a total of 6 nominees, the deadline is March 4th. There are asking for them NOW.

Program Report - Toby

Website Enhancements Larry Strange

Building Manager's Report - Pam Cohen

Solar reading submitted (for December)

Voicemail

Old Business

- Bookkeeper Resource
- BWVC Storage Improvements and Inventory
- Non-voting Member Procedures – Ardentown and Ardencroft

- Meeting Notice Posting and Meeting Minutes distribution to Village website

New Business

- Guidelines and SOP's
- Succession Strategies

Announcements

Adjournment

1/21/19

BWVC PROGRAM REPORT BETWEEN: 12/17/18 – 1/21/19

Friday Night Programming:

Coffee House- 1/11/19, Leslie Carey was the opening act, extremely well attended evening. Peak attendance at 9:00 PM was 71 people, Concession stand \$15.00, Entry donations \$102.00, Food table \$19.00. Total donations \$136.00.

Art Loop Arden- No art show in January. Appreciations to be extended to our staff, Patrick and David for their help with staging last month's holiday Art Loop. Patrick created an inspired, glowing entrance and many festive, seasonal touches through out the building including the showcase, all generously provided as a volunteer. There were many compliments from community members about the décor, the food and the music, the event in general. It has become a Buzz Ware village event for everyone to kick off their holiday season, to mix and make merry with neighbors. Appreciations also extended to Damon Forsberg for providing live piano entertainment and Bernadette Donahue and Elisabeth Bard as the organizers. Committee members and friends of the Buzz crafted many of the appetizers.

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. Yoga has recently been added to the Buzz Calendar.

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 won't have anywhere to store the large boards.

Steam clean living room furniture. In January

PPP Fundraiser, August 31, 2019 : Vote to continue next month.

Recent Community events:

Community Event Requests:

Betty O'Regan submitted a request for a book group to meet once a month. There will be preliminary meeting on Feb 19th to determine day and time for the meeting.

Pop-Up Snow day games at the Buzz: ACRA sponsor? Notice in February Page.

Respectfully submitted,
Toby Ridings