

BWVC Regular Meeting
7:30 PM at the BWVC
Monday, September 17, 2018

Attendance: Denis O'Regan, Toby Ridings, Larry Strange, Shari Phalan, Debbie Sheiker, May Young. **Guests:** Dave Claney

Minutes: July minutes accepted.

Committee Member Update: The committee welcomed Shari Phalan as the new Ardentown representative and a non-voting member of the committee. A discussion ensued as to the term of a non-voting member and what the nominating/voting process consists of for Ardentown and Ardencroft, respectively. Denis directed that the voting members of the committee should determine the term. Larry added that the terms for these two non-voting committee members should coincide with the Arden election of BWVC committee members. Denis then directed the secretary to draft letters to the town chairs of Ardentown and Ardencroft asking for their feedback on their nomination/voting process and the role of their respective committee member in dispersing the BWVC Meeting information. A motion was introduced to this effect and was seconded and approved. It was further agreed that the March meeting will be the beginning of the respective 2 year terms. *See attached draft from Mary.*

Program Report: *See attached report from Toby.*

Additionally, putting a cap on the Coffee House expenses was discussed. It was agreed that a \$30 to \$50 cap per session was reasonable. Denis to talk with Frank Vincent to implement this cap. A locking donation box is also needed for the dessert room and door.

Denis also indicated that he would be a back-up to Randy Hoopes for money collection for the coffee house sessions.

PPP Fundraiser: *See attached program report from Toby.*

Additionally, Toby introduced the idea of holding a Happy Hour at the Buzz to thank all of the PPP volunteers to be held the night before the Art Loop in October or November. It was agreed that this was a great idea. Shari agreed to send out an email to all volunteers once a date was decided upon.

Toby also updated the committee on the fact that a 10% rental discount will be given to past PPP vendors if they contact the Buzz between now and January.

Toby introduced a few additional items under consideration for future PPP's, including the need to be able to accept credit cards for rentals; the possibility of re-working the floor plans; potentially raising the rental price for the stage spots; raising admission to \$2; and the need to replace some of the existing table clothes.

Building Manager Report: *See attached report from Denis.*

Additionally, Debbie and Denis reviewed the current job description prior to the meeting. They will elaborate on the description, adding new language for computer skills; website experience, etc. It was then decided that Mary would draft a submission to the Arden Page asking for interest level solicitation. This was drafted and finalized with Toby. It appears in the October Page. Deadline for interested candidates to submit their inquiry is October 30th. Inquiries are to be directed to BWVC@arden.de.gov. The secretary is to receive access to the website to monitor the inbox. Shari Phalan also volunteered to post this inquiry on all the community bulletin boards.

An executive session (voting members only) will then be held to review the interested candidates and make a selection for the Building Manager position.

Financial Report: See Chairperson's report.

Additionally, the committee is still awaiting confirmation from Jeffery Politis for the assistance of a bookkeeper to organize and summarize financial data that we collect for donations, rentals etc. They are interviewing for this position in October and will keep Denis posted on the status and availability of this resource.

Lastly, Denis received the approval from Jeffrey Politis to purchase a copier for the BWVC. Denis indicated he would complete this purchase the week of 9/27/18.

Rentals: See Chairperson's report. Denis also indicated 7 new contacts in the last two weeks.

Additionally, the issue of accessing phone message was re-introduced. It is still being addressed by Denis.

Website: Larry Strange is migrating the website with efficiencies and improvements including an improved calendar function, contact form (one in lieu of several currently used). He will review the updates with the committee at our next meeting in anticipation of a cut-over being completed.

Closets: Denis met with Ken Morrison regarding storage. He is confident that the total for the storage enhancements will be under budget. Stage storage only will be addressed right now. \$2150 was the estimate. According to Denis, rolled shelving will be used by Awakened Heart and the Coffee House. Shelving is not included in the estimate.

Motion to adjourn 9:45 PM

Respectfully,

Mary Young, BWVC Secretary

Public Notice – BWVC Regular Meeting
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Agenda
Call to order
Public Session
Acceptance of Minutes

REPORTS

Chair's Report (Management/Building/Maintenance/Website)

Coffee House Mary and Denis both invited Frank, but he has a tentative family commitment. He may attend and we should get to him promptly.

Building Manager Position Debbi and Denis met and review responsibilities. Final draft of responsibilities will include computer literacy on managing website. At this meeting we should draft an announcement for the October Page, as follows: The BWVC is looking for a new Building Manager. In addition to strong sales and people skills, Loving the Buzz is a must. Interested parties should reach out via email: bwvc@arden.delaware.com

Storage Project

Ken Morrison can do the stage work (Coffee House and Awakened Heart) for less than \$2,000. The rolling shelves are

BWVC Secure Storage

Website Enhancements Larry Strange is migrating the site now. Then, there will be changes and improvements to make.

Access to phone messages Chair needs to hand off this work

Functioning copy machine in office Jeff Politis has approved purchase of Laser Scan/Copy/Print

Bookkeeper acquisition scheduled for early October

Rentals:

We've had seven new contacts in the last couple of weeks. Three are probable rentals.

9/17/18

BWVC PROGRAM REPORT BETWEEN: 8/20/18 - 9/17/18

Friday Night Programming:

Coffee House- On break till October 12th.

Art on the Town - October Artist, Sean Flynn. Elisabeth and Bernadette have started planning for the December group show. Several applications have already been received. We need to be ahead of the curve with this event. Last year there was a huge donation of food items, decorations and linens.

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

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

Steam clean living room furniture.

PPP Fundraiser: Most successful fundraiser to date. Total income \$7428.00. *See attached wrap-up notes.*

Recent Community event Requests:

ACRA: 70th Anniversay and Mural dedication, Octorber 6th 7PM-11:00 PM CANCELED.

G'Ardeners Harvest Bruch: October 6th 10AM-12PM, **Change of date to 10/27 ?.**

Over 80's dinner: Nov 11th Sunday, 3-5 PM, rooms 1& 2, Sponsor Cookie Ohlson

Telebration: Nov. 17th 7-9:30PM, Sponsor Cecilia Vore

Respectfully submitted,

Toby Ridings