

BWVC Regular Meeting
7:30 PM at the BWVC
Monday, August 19, 2019

Attendance: Maria Burslem, Pam Cohen, Denis O'Regan, Toby Ridings, Debbi Sheiker, Larry Strange, Mary Young.

Proposed Agenda: Reviewed and approved.

Minutes: July minutes accepted, with the exception of the Chairperson's report which is to be provided after this meeting via email.

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

- 3 pending requests, including sewing classes and voice coach sessions.
- ACRA Teen group is on hold.
- Defibrillator –paperwork has been filled out. It is a 6 month process and training will need to be conducted for use of the equipment.
- Plumbing, Air Conditioning
 - Air was fixed in Rm. 4. Fan was gunked up, but everything else is functioning properly.
 - Toilet valves are all working properly, but there is no jet pulse at the final end of flush on one unit. This will be repaired with replacement parts and fully functional by fair day.
- Patrick Barry has requested to care for all of the plants at the Buzz. Committee approved his kind request.
- Patrick will be at the Buzz to show Dave and Jeremy how to decorate for PPP.
- Deer Park - \$203 outstanding bill has not been paid. This is an old bill of the Monessori School, but Deer Park will make no deliveries until this outstanding is made current. Pam will address and buy water for the fair in the meantime.

Chairpersons Report: *Denis to provide report. Here is a brief recap of items discussed:*

- With regard to the roof leak, Denis reports that this will be addressed after the fair.

Program Report: *See attached program report from Toby. Here is a brief recap of items discussed:*

- Coffee House – Frank and Elyse want to meet with the building manager prior to the start of the season.
- Art Loop – Bernadette has requested to be on the agenda for the September 2019 meeting to discuss upcoming artists and the December Group Show.
- Interior mural is on hold.
- PPP
 - All booths have been filled.
 - ACRA has pulled out of the coffee booth and at this late date, it will be difficult to restaff. As a result, Awakened Heart has also pulled out of the cake booth.
 - Tablecloths – 13 need to be replaced. Pam to research sources.
 - Flyers have been distributed. 100+ are out.
 - 6 different advertising channels have been used.
 - Larry has added the Vendor Directory to the website.
 - Randy Hoopes is diligently coordinating all volunteer spots.

- \$2 admission will mean more money than we are used to handling. We will need 2 people involved with all counting and labeling the day of the fair. Bill Tice will participate.
- Wednesday will be decorating day at the Buzz. Shari is coordinating. Denis will bring lunch.
- Denis will bring small bills for change on fair day.
- Debbi is managing the vendor contributions for the raffle. A gift certificate for space at the Buzz will be added.
- A hospitality center with free donuts, bagels and bottled water will be available for the vendors and volunteers.
- Signs will be put in restrooms to remind users to dispose of toilet paper only in toilets.
 - Will request Dave to put root-out into system this week.
- Balloons – there is a helium shortage that could be an issue with balloon sales this year. Toby found one Dollar Store that will provide.

Old Business

- Storage – Mary has completed a site survey to create a scaled plan and recommendations for back storage maximization. This project will not be addressed until after the fair, but Mary and Denis will meet to review ideas.
- SOP's – Denis reminded everyone to review and add to the SOP documents online so that we have a complete document outlining all BWVC procedures. He suggested everyone write one paragraph about a procedure they know.
- Meeting Minutes Postings – Denis to provide archives so that Mary can get everything posted.

New Business

- A 9' x 7' Johanna Shroder rug has become available. It was discussed that perhaps this should be displayed at the Buzz if terms could be reached. Maria agreed to get further information.
- Larry announced that he is running for Director at Large for the Arden Club as a technology adviser and may need to step down from his BWVC responsibilities. Anything pressing that he would need to address should be taken care of in the next 60 to 90 days.

Motion to adjourn 8:51 PM.

Respectfully,

Mary Young, BWVC Secretary

8/19/19

BWVC PROGRAM REPORT BETWEEN: 7/15/19 – 8/19/19

Friday Night Programming:

Coffee House- On break till October. Frank and Elise wish to speak with Pam Cohen, Building manager concerning the new Coffee house season.

Art Loop Arden- On Break till October. Bern wants to be placed on the agenda for Sept. to review potential artist's work. They have started soliciting for Artists for the December holiday group show. Several applications and checks received.

On going monthly programming:

Mobility Class – Cecilia Vore, organizer, Tues. and Thursdays 2-3PM BWVC. Rm 1. Now back at the Buzz.

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. Yoga has resumed at the Buzz.

Arden Bookies- Community book club. First Monday.

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. Denis will present a proposal for the carpentry.

PPP Fundraiser, August 31, 2019 : All booths spaces completely filled. ACRA unable to man their Coffee booth this year. AH no longer wants to manage the cake booth.

ACRA summer programming finished on July 27th. Several items were left behind Pam will meet with ACRA summer director to determine what to do with them.

Community Event Requests: Arden singers, Georgists classes and special event 1/10.

Respectfully submitted,
Toby Ridings