

BWVC Regular Meeting
7:30 PM at the BWVC
Monday, August 20, 2018

Attendance: Maria Burslem, Denis O'Regan, Toby Ridings, Debbi Sheiker, Mary Young. Guests: Patrick Barry, David Claney.

The meeting was convened by Denis O'Regan. The minutes from the July 16th meeting were discussed and approved.

Chairperson's Report:

- A bookkeeping resource is needed to have metrics to do specific job cost tracking for analysis. After some discussion, it was agreed that the BWVC Secretary would draft an email to Jeffrey Politis, Village Chair with this request. It will be distributed to all as information and Denis will add any necessary revisions before it is sent to Jeffrey.
- With regard to the current BWVC website, it was stated that the calendar and other functionality are not working properly. Denis met with Larry Strange who recommends use of another company in Texas that he currently has 10 licenses with. The cost would be approximately \$35/mo., vs. the \$10/mo. currently being paid, but the functionality and appearance are much greater. The current agreement runs until the end of the year, but all agreed that the change should be made now, regardless. The need for better functionality and update capability is urgent.
- Ken Morrison will be installing a new ventilation grate at the mural on the rear of the building prior to the fair. New fans will also be procured and installed in both restrooms prior to the fair. Patrick stated that he has also been applying a drain cleaner in the restrooms to ensure that the toilets are fully functional for the fair. Toby indicated that she feels that the front building vent may also need repair or replacement. Denis agreed to investigate.
- After the fair, the stage and back storage modifications will become a priority. Toby reiterated the need for separate and secure storage for the BWVC, only.
- An update on rentals and a recap of upcoming events was discussed. Setup for Peddlers and Potions timing was reviewed to ensure there are no rental conflicts.
- Toby also reiterated the need for the website password in order to update the website, which currently contains incorrect information about the fair schedule.
- The phone at the BWVC continues to be an issue. There is no way to access any messages that have been left or to change the greeting. Denis agreed this

needs to be resolved. Toby and Debbi both offered to assist, as this phone number is posted in multiple locations. It was agreed that this needs to be addressed and corrected as soon as possible.

Program Report: *See attached Program Report provided by Toby Ridings.*

- It was agreed that Frank should be invited to the September meeting to discuss Coffee House events for the coming season.

Grounds: Patrick has been weeding and cleaning up the plantings in the 'wells' around the trees. He plans to clean out the garden area at the BWVC sign and mulch before the fair. His work on this is funded through the Civic Committee.

BWVC Building Manager Position: Toby introduced the topic of advertising for a building manager or scheduling coordinator. Per Denis, a job description is needed. The group reviewed the current description as provided by Toby. It was agreed that a sub-committee of 2 should create the new job description and bring it to the next BWVC meeting to review and approve. Denis O'Regan and Debbi Sheiker will form the subcommittee and bring a job description to the next meeting.

Copier: Jeffrey Politis had agreed to buy a copier for the BWVC. This has not yet been provided.

Office Materials: Debbi Sheiker expressed the wish for a lock on the BWVC specific file drawer. It was agreed that this would be a good idea, but it was felt that it would be difficult to accomplish given the design of the file cabinet/locking hardware.

Meeting adjourned 9:10 PM

Respectfully submitted,

Mary Young
BWVC Secretary

8/20/18

BWVC PROGRAM REPORT BETWEEN: 7/16/18 - 8/20/18

Friday Night Programming:

Coffee House- On break till October.

Art on the Town - On break until October We are seeking a new artist for October. David Nordheimer won't be back in time.

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.

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 progress will resume after ACRA co-op.

PPP Fundraiser: Booths space is full with the exception of one space currently under negotiation. Volunteers are needed for Friday night tent assembly and signage. Availability for Patrick and Dave for pre-fair set-up needs to be confirmed. Cheryl and Shari will be there to manage the incoming vendors for set up on Friday night and opening Saturday morning 6:30 AM. Over all the sub-committee is feeling confident. The addition of Cheryl and Shari has provided much appreciated fortification for the committee. We need \$200.00 seed money. We will need lunch for volunteers on Wed. 8/29/18. I checked and we only seem to have two wizard costumes. I thought there were three. We may need to purchase another.

ACRA CO-OP: June 25-July 28.. Break-down held on Saturday the 28th. Walk-through report:

Recent Community event Requests:

ACRA: 70th Anniversay and Mural dedication, October 6th 7PM-11:00 PM rooms 1-3.

G'Ardeners Harvest Bruch: October 6th 10AM-12PM,

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