

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

**Attendance:** Maria Burslem, Pam Cohen, Denis O'Regan, Toby Ridings, Larry Strange, Debbie Sheiker, Mary Young. **Guests:** Elizabeth Bard, Patrick Barry, Dave Claney, Bernadette Donahue.

**Proposed Agenda:** Reviewed and approved.

**Minutes:** November minutes accepted.

**Building Manager Update:** *Pam Cohen provided an update on her training and transition.*

- She performed 2 call backs to potential renters.
- She will be putting together a contract for Delaware Normal who will be holding monthly meetings at the BWVC.
- She would also like to create an evaluation form to provide to renters for follow-up.

**Chairpersons Report:** *Denis to provide December's report document at tonight's meeting. Here is a brief recap of items discussed:*

- Jester Art House would like to use the BWVC for events all through the year.
- BWVC Storage Renovation – Denis indicated that Ken Morrison will begin this work the first week of January.
- BWVC phone and voicemail issue is solved. Larry will add the phone number to the website – 302-475-2818.
- The solar reading for November was submitted.
- The bookkeeper resource issue has been postponed as now that Pam is the Building Manager a reevaluation of whether this resource is needed will take place.
- Pre-printed envelopes are on order with blanks to fill out for:
  - # of attendees
  - Event
  - Total \$\$
  - With 'how to complete' instructions also printed on the outside.
- **Rentals** – *See Chairperson's/Building Manager's Report.*
- **Financial Report:** *See Chairperson's Report.*

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

- Berndatte and Elizabeth were guests at the meeting to discuss the recap of December's Art on the Town event.
  - It was agreed that evaluation forms would be sent to all the participating vendors.

- For the vendor form for next year, the following items need to be added:
  - 1 or 2 Tables Needed
  - Tablecloth(s) Needed
  - Graphic Display Panels Needed
  - Need to continue to refine the process based on the vendor feedback received.
- Bernadette also showed a sample of the art being considered for the May 2019 Art on the Town. It is somewhat provocative in nature. The committee reviewed and it was unanimously agreed that the art could be displayed, but that drapes and locking of the studio when not in use would be required.
- Interior Mural – all materials are on site for the interior mural being created by Linda Celestian. Denis will reach out to Linda regarding framing requirements on any other items needed to move forward.
- Toby will get an estimate for the cleaning of the upholstered furniture pieces.

**Website:** *Larry provided the following updates:*

- Contact Forms will now also go into Pam's email.
- The new site is seeing increased traffic.
- Perhaps we should consider a Twitter account for late breaking news, e.g, a last minute cancellation, etc.
  - A note could be placed on the website to subscribe.
- Larry also asked the committee to consider creating a mailing list of people who come to the Buzz. These contacts could opt in with their email address to subscribe. They could become 'A Friend of the Buzz'.
- Internal administrative processes will be password protected.

**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:**

- Topics for January meeting will include Guidelines and SOP's, Succession Strategies.

Motion to adjourn 8:50 PM

Respectfully,

Mary Young, BWVC Secretary

12/17/18

**BWVC PROGRAM REPORT BETWEEN: 11/19/18 - 12/17/18**

**Friday Night Programming:**

**Coffee House-** 11/09/18 EB Hawkins band was the opening act, extremely well attended evening. Peak attendance at 9:00 PM 68 people, Concession stand \$31.00, Entry donations \$142.00, Food table \$14.00. Total donations \$189.00. The evening stretched beyond 11:00PM.

**Art on the Town** - December 7, Group show. 17 tables filled with artist selling art and crafts. Table income = \$425.00, Donations = \$123.00 total income \$548.00. Total expenses \$214.00. Several committee members donated appetizers for the buffet of treats. Bernadette is checking with the artist for suggestions for next year. All in all it was a successful event.

Set-up began at around Noon. It became painfully clear that the time has come for dedicated, easy access storage for the Buzz inventory. We could not find our white tablecloths. The PPP cloths were found on the floor behind the curtain some in bags and some not.

**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 is canceled for 12/22/18. Yoga needs to be 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 wont have anywhere to store the large boards.

Steam clean living room furniture. In January

**Recent Community events:**

Telebration: Nov. 17<sup>th</sup> 7-9:30PM, Sponsor Cecilia Vore. No update from Cecilia.

**Community Event Requests:**

Joan Warburton Phibbs, Movement workshop: Requested Dec. 15<sup>th</sup> 10-2. Approved. Re-scheduled due to illness.

Respectfully submitted,  
Toby Ridings