

BWVC Regular Meeting
7:30 PM at the BWVC
Monday, June 17, 2019

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

Proposed Agenda: Reviewed and approved.

Minutes: April minutes accepted.

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

- Pam discussed whether the committee should consider buying a new fridge. Denis indicated that if so, an emergency committee meeting would need to be convened to approve the expenditure.
- Pam had previously suggested collecting testimonials from rentals. Larry indicated that testimonials should be put on Google. The more reviews, the better.
- A rental on Father's Day used all of the outdoor space around the BWVC. The committee discussed whether this is permissible as part of a rental. Toby indicated in the past that the outdoor space has been historically used only for games. Larry indicated that only the paved areas around the BWVC are covered under the insurance policy. Pam will bring any requests for outdoor activities to the committee for approval.

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

- Coffee House is over for the season. No personal items should remain in storage at the BWVC.
- Parking on the Green – Civic will have bring this up as an issue for discussion at Town Meeting. Denis requested that Pam do an analysis of how often the BWVC rentals have used the green for overflow parking.
- Caroline Cortivano is stepping down from the committee due to personal reasons.
- Denis is unable to present at the Town Meeting. Toby will do the honors.
- Roof leak over stage – Denis suggests some selective demo in the ceiling (removing tiles and insulation). He suggested getting an estimate for repairs from Jeremy Sheiker after obtaining a COI from him.

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

- Coffee House – the BWVC committee needs to discuss the donation collection process with the coffee house team. The money collected does not usually cover the janitorial services. It needs to be more consistent and more education should be provided to attendees on what the funds collected are for.
 - The Vincents would like to meet with the committee prior to the start of next season, so this can be a topic raised at that meeting.
 - Pam also suggested getting a locked collection box for donations.
 - The idea of a cover charge was also discussed.
 - Standard Operating Procedures with regard to the Coffee House need to be documented, adopted and referred to regularly as we begin a new season.
- Ardensingers have requested using the BWVC for auditions the week prior to the fair. It was agreed that this request can be approved.

- ACRA Adult BYOB event has been requested for July 5th. It was agreed that the BWVC can be used if ACRA will provide their own clean-up.
- PPP – all vendors are in place.
 - Larry will update the website with all of the 2019 vendors.
 - \$2 entry fee is being considered.
 - 32 volunteers are needed for the day of the fair. Volunteers will be let in for free.
 - Larry volunteered to work with Toby on paid advertising on Facebook, Instagram and Google.

Old Business

- Storage – Mary will do a survey to create a scaled plan and recommendations for back storage maximization. This project will not be addressed until after the fair.
- 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.
- Defibrillator – no progress has been made on this.

New Business

- The committee approved a replacement for Patrick. An interview was conducted and it was felt that Jeremy Sheiker has all of the required qualifications. The committee agreed to offer Jeremy the position.
- The committee unanimously approved a \$1/hour raise for Dave Claney.

Motion to adjourn 9:40 PM.

Respectfully,

Mary Young, BWVC Secretary

Buzz Manager's Report June 17, 2019

Patrick handed in keys on Friday. They are in the lock box in the office. He is dropping off Debit card today.

Will make contact with Hardware store to have my name put on account. Patrick has already spoken with them.

Will call janitorial supply company, Phillip Rosenthaw??

Marketing: Looking on websites to see if we can be listed or join groups with similar rentals. Sometimes advertising is less expensive and get ideas. As always, replenish various places that have our flyers.

Pending - Ray Parker-interested in having Religious Classes on Sat am. Toured on 6.13.19 and asked him to send information about the classes but haven't gotten as of 6.17.19.

Community Meetings/Events:

Board of Assessors, Artwork put up and take down, Forest Committee change in start time for meeting.

Discussions: 1. Arden Singers-See -inquiryseparate page.

2. ACRA over 21 party-See inquiry-separate page.

3. ~~Tanzer-left message on home phone and sent 2nd email. No response. Will stop by tomorrow to clear up July 20. see inquiry and response-separate page.~~

4. Walk Thru for ACRA is scheduled for Wednesday June 19,2019 with Clare.

5. Chair storage

6. New fridge was traded. However, my mistake as I didn't think about the storage of catering trays. In the meantime, fridge in room 4 can hold 4 catering trays. I will speak with Larry Walker to see if he can switch with another one or put in Arden Page for a trade. It's very nice and has an ice maker which we can not use. Will get on this immediately.

7. Confusion regarding rentals using the lawn for games during their rental. Didn't realize. I've looked at the contract and it is not in there. I will let renters know in future but would feel better if we had an addendum in contract. It can be handwritten, I believe as long as both parties sign. I will check with an attorney to see if this is ok.

Operating issues- No issues other than the ones we know about

See attached BWVC Managers Monthly Report Form

Thank you
Pam Cohen

5/20/19

BWVC PROGRAM REPORT BETWEEN: 5/20/19 – 6/17/19

Friday Night Programming:

Coffee House- 6/14/19, featured act Paco and friends. They are a Buzz favorite. This was the final show of the season. Peak attendance at 9:00 PM was 88 people about our average. Total donations \$108.00 lower than average.

Art Loop Arden- Linda Parks. Donation total was \$48. Total Attendees were 25. No sales.. We used (2) bottles of red; and (2-3) bottles of white?

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. Yoga will resume in July.

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. Update attached. Denis will present a proposal for the carpentry.

PPP Fundraiser, August 31, 2019 : All vendor booths are filled at this time. I have completed my main task and now must focus on other things. Shari and Pam will be handling advertising and volunteers with Randy. All the props from the stage area need to be placed in the back closet before ACRA begins. Randy will also deliver all that is in his garage to the BWVC. We need to do a careful inventory of wizard costumes, tents etc.. Another tent may need to be ordered.

ACRA teen meeting on Sundays.

ACRA summer programming begins on June 22 for set-up.

Community Event Requests: Could the **Ardensingers** use Rooms 1 and 2 for auditions in late August? We'd normally schedule auditions for the Gild Hall, but the Hall isn't really available in the weeks leading up to the Arden Fair. Here's what we were thinking: Weds. 8/29 and Thurs. 8/30 from 7 - 10pm. For auditions, we'd never have more than 10 - 12 people, so other rooms would work, if Rooms 1 and 2 aren't available. We would also consider other days of the week, or moving our auditions up to the previous week.

ACRA Over 21 BYOB: Lisa Ribblet request. July 5th 7-10PM.

Respectfully submitted,
Toby Ridings

