

## **BWVC Regular Meeting**

**7:30 PM at the BWVC**

**Monday, March 18, 2019**

**Attendance:** Maria Burslem, Pam Cohen, Denis O'Regan, Shari Phalen, Toby Ridings, Debbie Sheiker, Mary Young. **Guests:** Dave Claney.

**Proposed Agenda:** Reviewed and approved.

**Minutes:** February minutes accepted with the correction of Toby's name.

**Chairpersons Report:** *See attached chairperson's report from Denis. Here is a brief recap of items discussed:*

- Parking on the town green is still an issue. The BWVC needs the overflow parking and will recommend that the mesh be installed.
- There was an issue with an ad hoc committee using the Buzz for an 'unauthorized' meet and greet. It was outside of this ad hoc committee's prevue. In order to prevent this from happening again a new procedure will be implemented. Only standing committees will be on the check box online form for meeting requests. There will also be a 'how to' instructional blurb on the website to ensure that standing committees approve of all ad hoc committee meeting facility requests.
- Exit Signs – 3 doors need new signs. Estimated at \$675. These must be installed before the fire marshall's inspection. The committee approved use of the Capital Improvements Budget to fund this expenditure.
- New chairs have been provided to the Buzz. Pam is coordinating with Springer Middle School to take all of the old ones. Denis stated that 'As is' paperwork must be completed prior to this exchange in order to hold the Buzz harmless in this transaction. Pam agreed to implement.
  - Dave indicated that new carts and/or modified carts are needed for the new chairs. Denis agreed to either modify the existing carts or buy new, as needed.

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

- Coffee House for March had 110 people in attendance. \$30 in concessions; \$280 entry fees; \$66 in food; \$60 in 'pass the hat for the Buzz'. Total funds received were \$435 less the \$28 in expense.
- Art Loop: 35 people in attendance. \$235 in artist sales. The Burslem's enjoyed \$1774 in sales after their art loop event and donated \$177 to the Buzz.
- Interior mural – mounting materials are estimated at \$582, which is greater than originally anticipated due to unforeseen shipping costs. Denis estimated \$200 for the frame. The committee approved the additional expense.

- PPP Fundraiser – a preliminary meeting was held. The first mailchimp mailing went out on March 18<sup>th</sup> for the early bird special for vendors.
  - A change to a \$2 entry fee was discussed. It was agreed to try it this year, but front-end training for all volunteers will be needed.
- Jester Art Space events – Toby shared some of the upcoming events being hosted by this organization.

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

**Old Business:**

- No shelves yet for the stage storage. Everything else is complete in this area. Denis to procure necessary shelving.
- Back storage – on hold for now; Denis, Toby and Mary will meet to discuss and review requirements. Mary will create a plan based on needs, functionality and input.
- Roof leak – still too early in the year to address this. Will handle as the weather gets warmer.
- SOP Guidelines Review – Not all committee members trying to access this information were successful. Denis stated that it is not yet formatted correctly.
  - Denis also added a ‘Building Manger Task’ for solar meter readings procedure.
  - All committee members are asked to document the procedures they know and are using.
  - Toby will ask Bernadette to create a policy document for the Art on the Town event.
  - A concerts procedure should also be developed.
  - Once all procedures are documented, the committee will need to review and vote on all to create official policies.
  - It is asked that everyone look at the mission statements for the building, and for the committee to be discussed in next month’s meeting.

**New Business:**

- Maria stated that there is an issue with hot water in Room 2 and ants in Room 1. Denis to organize a meeting with Patrick to discuss plumbing and ant issues.
- Dave introduced the idea of a defibrillator for the building. Denis will check with Walt on previous actions on this issue.

Motion to adjourn 9:02 PM

Respectfully,

Mary Young, BWVC Secretary

3/18/19

**BWVC PROGRAM REPORT BETWEEN: 2/18/19 - 3/18/19**

**Friday Night Programming:**

**Coffee House-** 3/8/19, Featured act Ken Rosenberg. A standing room only evening filled with many new faces. Peak attendance at 9:00 PM was 110 people, Concession stand \$30.00, Entry/bar donations \$280.00, Food table \$66.00. Exclusive pass the hat for Buzz \$59.99 Total donations \$435.00 less \$28.00 in expenses to Bev Fleming.

**Art Loop Arden-** Mark V Turner, painter, There were approx. 35 people attending. Bad weather and Celtic party at the gild hall. One 1.5 litre of red plus 1 bottle used; same for white. One xtra bottle of white in the cabinet along with 1 of red from Feb's purchase. Artists sales \$235.00

**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

**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.

Steam clean living room furniture. In January

**PPP Fundraiser, August 31, 2019 :** A meeting was held on 3/12/19 to determine how the work load could be managed. We happily discovered that building manager, Pam Cohen, has had previous experience as an Expo co-coordinator. The first mailchimp invitation was created and sent out today to previous vendors for the Early Bird Special. We discussed the possibility of a \$2.00 entry donation. One concern with the change is that we need to start early in obtaining volunteers for fair day and provide through briefing for success.

**Recent Community events: Book club date and time?**

**Community Event Requests: ACRA summer programming & H&G tour.**

Respectfully submitted,  
Toby Ridings