

BWVC Regular Meeting
7:30 PM at the BWVC
Monday, August 18, 2020

The meeting was opened with the governor's proclamation that municipal meetings can be conducted via teleconference. All in attendance in person and via telephone were in official meeting attendance.

Attendance: Maria Burslem, Pam Cohen, Denis O'Regan, Toby Ridings, Shari Phalen, Ken Rosenberg, Debbi Sheiker, Mary Young.

Guest: Elizabeth Bard

Proposed Agenda: Reviewed and approved.

Minutes: July 2020 Regular Meeting Minutes were approved.

Program Report: *See Program Report for information presented. Some of the information provided is recapped, as follows:*

- Art on the Town has been canceled for the fall by the City of Wilmington
 - Liz and Bernadette have inquired as to how to handle the scheduling for the holiday Art on the Town event.
 - The committee discussed and agreed that this issue should be revisited in the September meeting.
 - A virtual program with a virtual tip jar was also discussed and explored as a possible option.
 - Ken Rosenberg will research the viability of this option.
 - Arden's Art on the Town for October has been canceled. However, the artist scheduled to show in November would like to proceed.
 - The committee suggested the idea of a 'Zoom' exhibit.
 - Toby will propose this concept to Liz and Bernadette.
 - Liz responded that she felt this would place an undue burden on Bernadette and recommended that the program should be canceled for the remainder of the year.
- No Coffee House activity to report
- WiFi boosters at the Buzz
 - Toby reported that she was able to get an email account from Jeffrey Politis to use for the routers to boost the WiFi signal.
- Mural
 - Linda Celestian is meeting with David Gerbec to determine that everything needed with regard to supplies is on hand for the mural installation.
 - She will provide an email to Toby and Pam with a reimbursement request for expenses associated with the mural.
 - Pam will send this to the treasurer for reimbursement.
 - Work still needs to be done at the green chalk board to accommodate the mural installation.
 - It was suggested that perhaps this could be removed, as had been done in other building locations, to accommodate the mural.
 - Denis will coordinate efforts with Jeremy to ready the space.
- Student Study Space

- Jeffrey Politis, Arden Town Chairperson, introduced to Toby the idea of using the BWVC as a place for students to use for study space.
 - He suggested that ACRA could perhaps provide support, as well as the YMCA.
 - There is COVID-19 money available to use for expenses in supporting this effort.
 - Suggested hours of use are 9am to 2pm.
 - The WiFi bandwidth may not be adequate so COVID-19 funds could be used to beef up the infrastructure.
 - The committee agreed to consider this request. Toby will request additional information from Jeffrey in order to make a decision and implement appropriate safety procedures and staffing:
 - A proposal will be requested from Jeff for committee review.
 - How many students would utilize the space
 - What age of students would be involved with the program.
- Purification Equipment
 - Toby reported that Jeffrey Politis also has ideas for incorporating such a machine at the BWVC. He has approval from the community.
 - Maria and Debbi are coordinating with Jeffrey on this effort.
 - Denis will also participate in this effort.
- Pre-Paid Debit Card for BWVC Materials Purchases
 - Jeffrey spoke with the treasurer and it has been suggested that the building manager get a \$500 card. The treasurer has committed to a 24 hour turn-around on reimbursement of this expense.
 - The committee felt that this places an undue burden on the building manager.
 - Denis has agreed to re-address this issue with Jeffrey.

Building Manager's Report: *See Building Manager's Report for information presented. Some of the information provided is recapped, as follows:*

- Arden Artisans Trail
 - Danny Schweers has requested the use of Room 3 for this event.
 - Pam asked the committee how much should be charged for this usage.
 - The committee agreed that the standard rental rate should be used.
 - All visitors will be required to enter through one door into Room 3 and exit through a separate door.
- Memorial Service
 - The memorial service held on 8/15 went very well.
 - 40 people were in attendance.
 - Rooms 1 and 2 were used for the adults. Pam set up a table in Room 3 for the children.
 - A food truck provided refreshments.
 - Pam monitored the event to ensure mask wearing and social distancing were being observed.

- BWVC Occupancy Rates
 - Denis stated that 1/3 occupancy must be adhered to during the pandemic.
 - The committee agreed with this request.
 - Mary Young suggested that the new occupancy maximums be placed on the website for potential renter's information.
- Verizon has fixed the phone line. Pam will have the alarm company out to confirm that the alarm is working correctly.

Chairpersons Report:

- BWVC Flooring
 - Denis reported that he has purchased the materials for the transitions thresholds at Rooms 1 and 2. He will coordinate the installation with Jeremy
 - Toby indicated that Room 4 also needs a threshold.
 - Denis will confirm.
- Signage
 - Pam reported that the signage panel is falling off of the exterior signage.
 - Denis will address.
- Exterior Lights
 - Toby reports that the exterior lights are staying on throughout the daytime.
 - Clay Ridings examined the conditions and indicates that he could locate no timer or motion detector on the lights.
 - Denis will evaluate and work with Pam to address.
- Website Updates
 - Ken has been working to get up to speed with updating the website in coordination with Pam to include the following items agreed upon by the committee:
 - COVID-19 Building Procedures
 - Strength and Mobility Virtual Class and Donation information
 - Mary Young will provide the verbiage to be used for these updates in coordination with the subject matter experts on these items.
- BWVC Storage Improvements
 - Mary Young reported that she had been coordinating the scope and estimate with Jeremy.
 - She will set up a final meeting to review the proposed materials expense and implementation plan with Jeremy.
- Defibrillator Training
 - This is on hold at the present time.
 - Pam Cohen has completed the training.
- Rug Installation
 - It was agreed to take the rug outside to thoroughly air out prior to installation.
 - Denis agreed to do this in the fall when the weather is cooler.
- Exterior Lighting at the Bulletin Board Installation
 - Denis researched placing lighting in this area.
 - He reports it would need to be custom LEDs, as the clearance for installation is very shallow.
 - This initiative is on hold for the present time.
- Stands for Musical Equipment

- This initiative is on hold for the present time.
- Standard Operating Procedures
 - Mary will resend the access information for committee members to utilize the One Note platform to update the BWVC procedures.
 - Memorial Service procedures need to be reviewed and documented. This will take place at the September meeting.
 - The Arden Club offers free use of the facilities, but asks for payment of building and facility support systems and personnel to be revenue neutral.
 - It was agreed that the BWVC needs to be consistent in their procedures.
 - Committee members are asked to bring a write-up of their input for discussion at the September meeting.
- BWVC Facilities Guide
 - Toby suggested that a Facilities Guide also be compiled for all of the operating systems in the BWVC.
 - The committee agreed to ask Patrick if he would provide his knowledge of the systems as a starting point in creating this manual.
 - The committee agreed to reimbursement for his time in addressing this request.

Motion to adjourn at 9:32 PM was approved.

Respectfully submitted,
Mary Young, BWVC Secretary

Buzz Manager's Report August 17, 2020

Community Events: Spoke with Danny Schweers this weekend and he said he still wants to use room 3. Plan is for him to sit outside with doors open. One for entrance and one for exit. Need to discuss how much to charge.

Rentals: No phone inquiries. No new inquiries via website. The Memorial Service went very well. All followed social distancing indoors and masks. Outdoors, while in line when the truck first came, I had to ask to keep distance. All immediate family and several were staying at the same home while in town.

Discussions:

Memorial Service on Saturday 8.15.20. I spent most of the time in the car making sure kids stayed off the playground, and social distancing happened. Tables inside were set up with 6 ft distance. Parents were always with the kids. They did have bubbles but didn't last long. About 3pm they all walked down to memorial garden to place flowers. I did notice a blue small truck passing by 3 times. When they were saying goodbyes and said they would highly recommend the Buzz. He also said that they were concerned about a blue truck with a man sitting in the parking space in front of the Buzz writing something down. This was at the same time they were walking down to place the flowers. Need to talk about this please.

Awakened Heart- Still no start date for them yet.

Dominic Chan – Still only has one-person class but still using buzz. Sent in rent check for days he's used.

Jester Art space -No date yet.

S & M-No word on having classes yet.

NORML-Returned voided check and contract to Cynthia Ferguson. Sent a note along with that to please keep in touch.

Operating issues:

Verizon came and fixed 2nd phone line. Now need to set up Security Instruments to come and make sure alarm is now working. Should happen this week. I will be picking up a pre-paid card on Wednesday and will keep a detailed log for purchases and receipts.

Solar Reading: 40889

Marketing:

Each weekend the brochures are off the bulletin boards at Booth's Corner. No calls from them so I think someone is taking off. Holding off putting more on until we're in Phase III.

Thank you for allowing me to present this report.

Respectfully,

Pam Cohen