

BWVC Regular Meeting
7:30 PM at the BWVC
Monday, November 16, 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, Debbi Sheiker, Mary Young.

Guest: Pam Politis

The meeting opened with Pam Politis providing an update on the ACRA Summer Program. The ACRA committee is talking with other organizations on benchmarking ideas for some version of the program for summer 2021. They are considering utilizing tents with outside activities.

The idea would be to have some divisions of age groups by day to keep the number of attendees per day to a safe level. There would also need to be some access to shade.

The committee endorsed these ideas and agreed that the program is critical to the Ardens. It was further stated that the Buzz would be glad to host these types of activities.

Pam asked that a member of the BWVC committee become a part of the ACRA planning meetings to act as a liaison. Maria Burslem volunteered to serve in this role.

Proposed Agenda: Reviewed and approved.

Minutes: October 19, 2020 Regular Meeting Minutes were approved.

Program Manager's Report: *No programming activities to report.*

Toby introduced the following items for discussion:

- The cap lights on the exterior signage at the BWVC are not working. Denis will check on this with Pam and possibly have sensors/timer replaced, as needed.
- Outdoors Holiday Shop will be held November 29, 2020. Part of the proceeds donated from the vendors will benefit the BWVC.
- An article should be written for The Page with information about the air purification system, capacity rates, the new flooring and the new mural in Room 1. Letting the community know that the facility is safe to host gatherings at the current 30% capacity rate. The ACRA summer program update should also be included. Mary Young will write and submit an update for publication.
- Toby further recommended that we communicate to the Strength and Mobility class that they are welcome back at the BWVC. It was felt that the facility could potentially host this program with the addition of the air purification system.
- Denis proposed that the committee go back to the Town of Arden for additional COVID-19 monies to purchase additional portable air purification units. Denis to discuss this with Jeffrey Politis, Town Chair.

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

- Inquiries have picked up, but there seems to be a reluctance to book with COVID-19 rates seemingly on the increase.
 - It was suggested that perhaps a contract with a contingency clause could be developed to address this concern.
- Awakened Heart – no date from them on when/if they will be ready to come back to the BWVC.
- Procedures Manual
 - Patrick has completed a procedures manual for the operations at the BWVC.
 - Pam needs assistance in inputting this information into One Note. Ken and Mary volunteered to assist.
- Facilities
 - Windows/screens have all been cleaned.
 - Ceiling tiles replacement
 - Need assistance with getting replacement tiles from the vendor.
 - The flooring transition pieces to link new flooring with old in a seamless fashion is scheduled to be installed on Saturday, 11/21/20.
 - Exterior drainage issue
 - Denis will work with Civic to coordinate how this work should be completed.
 - Sewer system
 - The Procedures Manual should include information on adding 'Root Out' to the system every Spring. Pam will incorporate this information.
- Stained glass
 - It was suggested that the stained glass on the BWVC doors should be highlighted in our marketing efforts as a good advertisement for the beauty and interest of the facility.

Motion to adjourn at 8:40 PM was approved.

Respectfully submitted,
Mary Young, BWVC Secretary

Buzz Manager's Report December 21, 2020

Community Events: No inquiries.

Rentals: No new inquiries. Still need to discuss one for January 2nd, 2021. It is an art class birthday party. Only 12 people. All about 15 years old along with parents. Told her to call back on the last week of December in case Delaware closes entirely. They would fit the regulations as far as COVID-19 now. They will have box lunches, drinks in individual containers.

Operating: Jeremy has asked that he not participate in the mural wall project. He is terribly busy in his own business and doesn't want to hold all others up.

Denis has done a fantastic job on the wall. Thank you and great work! Denis is bringing the bill over for Ken Morrison. He helped Denis as the 2nd person. Asking Maria and Deb if we can get together this week to do deposits, payment requests, etc.

Advance Solar replaced the ceiling tiles and left a few for us to use at no charge.

Put a call out to State of Delaware Licensing to ask them to come in for yearly inspection. Since Security Instruments must come in after that inspection, I decided to wait until the license if finished inspection.

Have the "Root Killer" to put in the clean out but waiting until spring as suggested on the suggested directions on the product. Patrick has never done it but is happy to help me when the time comes.

Decorated display window for the holidays. No one really in there to see but just in case it looks good.

Discussion:

I have been thinking about how little income is coming in and would like the committee to discuss my salary and my 10 hours a week that I am being paid for.

Here are some suggestions in order to decrease the expense.

1. Make me an hourly employee. I can keep track of my hours on the timesheet and have signed and approved by a committee member. Attached is a copy of a blank timesheet.
2. Cut my hours and salary down from 10 hours to 5 hours.
3. Take me off payroll entirely. However, there are things that still need to be done but perhaps they can be done by committee members. I.e.: Solar reading, problems that need immediate attention at the Buzz, wiping down bathrooms after Dominic and Clay Ridings group, take trash out front as needed.

Please let me know what is decided and know that I will respect whatever choice is made.

Still have not spoken to Ken Rosenberg re: helping me put Patrick's notes into one note. I will make sure after the holidays to get that done.

If the outcome is to keep me on either as hourly or 5 hours a week, I would appreciate that we hold off on any change in employees, other than myself until we are "back to normal". So far, we are doing ok and may only need myself and one other employee.

Finished up the operating manual that Patrick made. Typed it in "one note" but need to speak with Ken for help and will do that after the holidays.

Solar Reading: 43837 12.10.20

Marketing: Not much right now but trying to step out of the box for when we are able to open.

Thanks for allowing me to present this report.

Respectfully,

Pam Cohen