

BWVC Regular Meeting Minutes

October 19, 2020

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

September BWVC Regular Meeting Minutes were approved. Special Meeting Minutes from 10/8/20 and 10/13/20, respectively, were also approved.

Building Manager's Report *(see also attached report for additional information):*

- Over 80's celebration cancelled
- Awakened Heart
 - Planning a pumpkin carving event to take place on the basketball court or Rm 4 if weather is inclement
 - Discussion of the facility usage and rental agreement for Awakened Heart ensued.
 - Denis volunteered to write a letter:
 - Recapping the rent that has been saved by Awakened Heart since the facility has not been in use;
 - Inform them of the air purification system installation;
 - Invite them back to the Buzz for their regularly scheduled meetings at 60% capacity, utilizing COVID 19 guidelines.
 - It is hoped that we can re-establish their use of the facility to begin recouping rents for facility usage.
- Security Instruments – a telephone meeting is scheduled for 10/20/20.

Chairperson's Report:

- Mural wall preparation
 - Denis has been directing Jeremy on wall prep for the mural installation in Room 2.
 - Pam will coordinate scheduling of this work with Jeremy.
 - Linda Celestian has been kept informed on progress and plan
 - Wall frame will be to size of mural. The frame can be painted/stained to Linda's specification.
- Strength and Mobility
 - Denis will contact Skip for a financial update on intake from this program.
- Air purification/A/C unit installation
 - Advanced Solar to begin this work on October 22 or 23, 2020.
 - Jeffrey Politis in discussions on billing methodology from New Castle County
 - \$15,100 has been provided to the BWVC for this work.
- Moisture at front entrance doors of BWVC
 - Denis proposes installing a thicker threshold with a rubber insert to address this issue.
- Room 3 French Doors/Threshold
 - Denis will do a site visit to determine how to address
 - Pam will coordinate repair with Jeremy

- Flooring thresholds at Rms 1&2 and Rm 4
 - Committee discussed options and it was agreed that thresholds should be as accessible as possible (gradual, even transitions)
 - Mary and Toby proposed a Roppe product which can be installed by the flooring installation company. An estimate was also provided for committee review.
 - This was unanimously approved by the committee. Toby will coordinate the installation.
- Roof leaks
 - Denis reported that the leak issue could not be replicated. It was suggested to drop this item from the agenda unless the problem reoccurs.

Program Report *(see also attached report for additional information):*

- Website Hosting Invoice
 - Toby provided an estimate from Larry Strange for the BWVC website hosting of \$515.
 - The committee approved payment for this expense.
- Strength and Mobility continues to be offered via Zoom.
- Art Studio
 - This has been suspended for the time being. The group may reconvene after the installation of the air purification system.
- After School Program
 - No additional information has been forthcoming on this concept.
 - Denis suggested the installation of some plexiglass screens to facilitate this activity.
 - He will research what is available on the market.
- Toby has also researched building improvement milestone dates to be included in the procedural manual being developed by Patrick, as follows:
 - 2007 – roof
 - 2008 – windows
 - 2009 – attic insulation, A/C units
 - 2011 – solar panels
 - 2012 – building manager position created
 - 2013 – room dividers
 - 2016 – exterior stucco
 - Pam will incorporate these into the manual once Patrick has submitted.
- Website Visibility
 - Toby introduced this topic, indicating the Larry Strange has volunteered to create a page to increase visibility and marketing efforts
 - Pam will provide a features write-up
 - A possible video tour could be developed
 - Highlight the air purification system
- Memorial Services Procedures
 - The committee discussed and finalized a procedure for memorial services.
 - See separate write-up detailing procedures.

- Room 4 Storage Improvements
 - Mary provided an update
 - She and Jeremy have met and reviewed scope, scale and design
 - A write-up detailing this information was provided to Jeremy
 - This work will commence once work for the mural has been completed.

The meeting was adjourned at 8:44pm.

Respectfully submitted,
Mary Young
BWVC Secretary

10/19/2020

BWVC PROGRAM REPORT BETWEEN: 9/21/20–10/19/2020

Friday Night Programming:

Coffee House- On hold.

Art Loop Arden– Art loop canceled until further notice due to covid restrictions.

On going monthly programming: Interest in re-opening classes.

Mobility Class – On-going zoom class. Donations have been steady covering about half of the hard costs.

Art studio at the Buzz – Jeanne Orr, organizer. Monday nights. 7-9PM. On hold during covid.

Arden Bookies- Community book club. First Monday. Not meeting in the building.

Community event requests:

Emily Ferrell, Art auction: Asking for a confirmation date June 16-19 2021.

ACRA: Jeff Politis is conducting a survey to see if families might be interested in holding classes in the BWVC for their school aged children.

Mural: Linda Celestrian is poised to begin mounting the mural as soon as the wall is prepped. She would like to complete it as soon as possible before the holiday season begins.

PPP:

Exterior lights on BWVC: Still under consideration outlets with lights for the entry walk-way.

Building Guide Book: While researching the age of the existing air-conditioner units, I made notes of other improvements and the dates of install to be included in the guidebook:

2007: New Roof

2008: New Windows entire building

2009: Attic insulation over rooms 1& 2, Attic and ceiling fans, Air-condition compressors for rooms 1 & 2.

2011: Roof solar panels, New LED ceiling lights in rooms 1&2

2012: Town voted for an official paid Building manager position. (January 2012)

2013: New room divider panels in rooms 1&2

2016: New exterior stucco

Seeking dates for the mini—splits in rooms 3&4, (I think is 2009)

Advertising for BWVC rentals:

Spoke with Larry Strange about increasing our visibility on the web. He volunteered to create a page on the site emphasizing the highlights of the building as a venue for event rentals. He suggested that Pam prepare some content, a two page typed document that he could work from and install. He also suggested a video tour with Pam narrating for BWVC YouTube channel.

I suggested we could include photos of the new air-purification system installation process.

Perhaps even a News Journal story about how this unique venue in the village of Arden continues to proactively make the space a healthier environment for human enjoyment.

Respectfully submitted,

Toby Ridings

Buzz Manager's Report November 16, 2020

Community Events: No inquiries on Community Events. Playground had a meeting of 5 people at the Buzz this week.

Rentals: Few more inquiries on webmail. Total of 3. Heard back from 2 so far. Discouraging the December 5 one but told her to let me know beginning of this week. Attendees have gone down to family only and she may have in home instead. Tentatively scheduled one for Jan 2. Will discuss in mid-December to see what Phase we are in.

ASHI is now meeting regularly. Dominic Chan still meeting on Thursday's.

Awakened Heart- Spoke with David Jones and no date or idea when coming back.

S & M-Donations still coming in from Zoom meetings.

Operating issues:

Jeremy still working on the Mural Wall. I'll get an update from Jeremy early this week.

Tried to update alarm system via phone but they must come in as 5 problems are coming up.

No cleaning product from Frank's flooring. I will call this week to remind. When Jeremy is finished, the floor will be cleaned.

Screens in all rooms except for high ones in room 3 have been removed and put away clean.

Outside windows in all rooms except room 4 have been cleaned. Will get to room 4 windows this week.

Finished up the operating manual that Patrick made. Typed it in "one note" but need to speak with Ken for help to finish.

Waiting for a call back from Advanced Solar re: the ceiling tiles. They were supposed to put new ceiling tiles in. The broke two of the tiles. Left 3 messages for Bill but haven't heard back yet. Try again this week.

Solar Reading: 43480 11.10.20

Marketing: The usual drop offs for brochures. No calls from anyone yet.

Thanks for allowing me to present this report.

Respectfully,

Pam Cohen