

**BWVC Regular Meeting**  
**7:30 PM at the BWVC**  
**Monday, December 21, 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.

**Guests:** Jeffrey Politis, Skip Bailey

**Proposed Agenda:** Reviewed and approved.

**Minutes:** November 16, 2020 Regular Meeting Minutes were approved.

The meeting opened with Skip Bailey, Town Treasurer, providing a BWVC revenue overview for the year. Due to COVID-19 restrictions, the building is currently running at a loss. Skip and Jeffrey Politis, Town Chair, opened this discussion with an update on the current state and introduced some ideas to reduce the deficit.

- \$10,500 revenue loss as of today.
- Suggestion is to use \$2200 of the BWVC Renovation Fund.
- Historically, the donations from Ardentown and Ardencroft go to the Renovation Fund. However, these donations are in support of the BWVC programming efforts. It was suggested that these donations should be put into programming rather than the renovation fund going forward. It was agreed that the committee will work with Skip on this allocation change.
- The committee unanimously approved the use of \$2200 from the BWVC Renovation Fund to help address the revenue shortfall.
- Additionally, the Building Manager, Pam Cohen, volunteered to convert from a monthly salary to an hourly basis going forward.
- This suggestion was unanimously approved by the committee and will provide some additional cost savings for the BWVC in the near term.
- Pam will continue to support the building, but not as much time is required in the current environment.
  - Timesheets will be to Maria Burslem for approval each month.

The following items were also discussed by the committee in light of the revenue shortfall for this fiscal year:

- Strength and Mobility Classes
  - Debbi Sheiker will do an audit of the Strength and Mobility instructor expense and the donation totals to understand the financial picture for this program.
- On-line Donation Option
  - It was agreed by the committee that an on-line donation option on the BWVC website is an important enhancement that should be undertaken. It will be discussed further at the next BWVC Regular Meeting.

**Building Manager's Report:** *(See separate report with building manager updates).*

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

**Old Business:**

- The cap lights on the exterior signage at the BWVC are still not working.
  - Pam to call Cheifo Electric to address.
- A higher threshold still needs to be installed at the main doors to the BWVC.
  - Denis to work with Pam to address this issue.
- The idea of purchasing a large tent had been introduced at the October meeting with the thought that this could be utilized in the warmer weather in support of more outdoor activities at the BWVC.
  - After some investigation, it was agreed that this would be expensive, professional installation would be required and storage would also be an issue. This idea will not be pursued.

**New Business:**

- The Outdoors Holiday Shop held November 29, 2020 has resulted in donations to the BWVC from participating vendors of over \$900 to date.
  - Mary will write a thank you to the organizers, vendors and participants to be published in the January Page.

Motion to adjourn at 9:22 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 2<sup>nd</sup>, 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 2<sup>nd</sup> 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