

## **BWVC Regular Meeting Minutes, Held at 7:30 PM, Monday, March 15, 2021**

*The meeting was opened with the governor's proclamation that municipal meetings can be conducted via video conference. All in attendance via video conference were in official meeting attendance.*

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

**Proposed Agenda:** Reviewed and approved.

**Minutes:** January 18, 2021 Regular Meeting Minutes were approved. *(No February 2021 Regular Meeting was held due to scheduling conflicts.)*

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

- Joe Cheiffo of Cheiffo Electric, Inc. is doing great work and has spent about 40.5 pro bono hours on electrical issues/repairs at the Buzz as community service.
- We may need to consider another employee for cleaning.
- Pam is charging only for the time spent in the building; total for the last 2 weeks: 3-4 hours.
- Denis stated that Strength and Mobility has asked when they can again begin using the Buzz.
  - Per Pam, the building is getting ready for an April 3<sup>rd</sup> rental. So, the building will be ready at that time for S&M to return.
  - Per COVID-19 guidelines, the building is available for 50% capacity at this time.
  - The committee agreed that S&M can return, but must adhere to the 50% capacity guideline.
- Rental Opportunities:
  - Art 504 is interested in renting the facility.
  - It is a creative collective that would use the facility to hang art for a month at a time.
    - The committee questioned the insurance that the group has as there is a concern with the art hanging for this timeline without any dedicated security. Pam will inquire.
    - The committee agreed that a fall timeline is possible.
    - Toby recommended connecting with them as it is a viable rental opportunity. Pam will pursue this lead.

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

- Strength and Mobility
  - Toby presented facilities cost/donation information for their use of the facility over the fiscal year:
    - Costs (instructor salary, only; no facilities costs) plus donations collected equals a debit of \$260, per to information provided by Skip Bailey, Town Treasurer.
    - Cecilia Vore has pledged to personally make up the difference so that instructor costs are fully recovered and the Buzz incurs no instructor expense for the fiscal year.
- Arden Bookies Book Club
  - The book club has inquired about linking their content to the BWVC website.
  - Ken will research this request.
  - The committee agreed that if Ken can implement, it will be offered to all users of the BWVC.
  - Pam will add the Bookie events to the BWVC Calendar.

- Online Donations
  - This has been an ongoing discussion issue/request by the committee.
  - Denis provided the following update:
    - Skip Bailey, Town Treasurer, needs to verify this possibility with the bank before we can proceed in order to understand how it should be set up.
    - Denis will work with Ken to research the implementation of this capability after receiving the guidelines from Skip.
    - It will also be important to take rental deposits and payments via online with this process.
- Peddlers and Potions (PPP)
  - There are no fair updates at this time, so it is unknown if this event will take place.
  - Toby stated that she needs help and a successor for the PPP. She has worked tirelessly on this event for years and she is not able to do a full load this year.
  - Shari Phalan, who did an amazing job on set-up last year, will again lead set-up this year.
  - Toby suggests involving the committee in the PPP meetings, vendor procurement and set-up for this year in order to educate everyone on the process.
    - Toby has created a Roles and Responsibilities document.
    - Shari suggested that we advertise for volunteers in The Page.

#### **Chairperson's Report:**

- Denis met with Joe Cheiffo regarding stage lighting.
  - Denis will donate down lights (6) for the stage.
  - Joe will install.
- Mural
  - The mural installation in Room 1 is in process.
- Exterior Door/Signage Upkeep
  - Denis will clean-up and refresh the main entry door and signage finishes as a volunteer over the next few weeks.
- Stage Roof Leak
  - The leak has been dormant for some time and the conditions for its occurrence have not been successfully replicated.
    - Denis will provide documentation of the process used thus far for future recurrences.
- Exterior Drainage Issue
  - Denis will serve as a BWVC committee member in working with the Civic Committee to address the direction of water run-off at the Buzz.
- Front Entry Door Water Issues
  - Denis stated that a new threshold is needed for the main entry doors.
    - However, he does not believe this will resolve the wind-driven rain issues.
    - He recommends installing a sub-surface grate in front of the doors to resolve this issue.
      - He indicated that Ken Morrison could perform this work.
- Room 3 Threshold Issues
  - Denis recommended having Ken Morrison address and resolve these issues.

Motion to adjourn at 8:38 PM was approved.

Respectfully submitted,  
Mary Young, BWVC Secretary

Buzz Managers Report March 15, 2021

**Community Events:** Democratic voting went well. Mostly outside but voting in room 3. Cecilia Vore wants us to set up rooms 1 and 2 for ballot counting on 3.25.21 from 3-6pm.

**Rentals:** Deposit collected for Bridal Shower for 4.3.21. Big event for marketing so want to be perfect.

ASHI still coming in monthly-3<sup>rd</sup> Thursday.

Dominic Chan has cancelled this Thursday and is making up the class today at 2:00p. Back to normal schedule next week.

**Operating:** Jeremy and I spoke about some projects to get the Buzz back in shape with cleaning inside and out. He will be starting this week. When more rentals and meetings start coming back. We may need take on another employee to help with cleaning up and reading the Buzz.

Joe Chieffo is doing great. Keeping close track of hours, etc. He has invoices he is presenting to us and I will share with committee when received. He tried to make copies but unfortunately, we did not have any toner. Resolved now. His hours to date are 40.5. I believe he has 200 to fulfil.

**Marketing:** I do not think Brandywine school district is going to have any advertising in Athletic books this year. I will check to confirm.

**Discussion:** Still unsure about what I am going to do personally with sister's illness. The tumors have now gone into her throat and she starts her first Imnuno therapy on Wednesday, 3.17.21 in NY. So far it has not interrupted my job with Buzz but we'll get more information at the appointment. Will keep you informed.

**Solar Reading:** 425256 03.13.2021

Thanks for allowing me to present this report.

Respectfully,  
Pam Cohen