

BWVC Regular Meeting Minutes
7:30 PM, Monday, April 19, 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, Betty O'Regan, Toby Ridings, Shari Phalen, Ken Rosenberg, Debbi Sheiker, Mary Young.

Proposed Agenda: Reviewed and approved.

Minutes: March 15, 2021 Regular Meeting Minutes were approved.

Betty opened the meeting as the convener for the new term of the committee. The following offices were agreed to by the committee:

Co-Chairpersons: Betty O'Regan, Mary Young

Programming: Toby Ridings

Secretary: Mary Young

ACRA Liaison: Maria Burslem

Toby also introduced the concept of a Maintenance Chair, which comprises a monthly inspection of the building and a report of the inspection findings at each month's committee meeting. It was agreed that the Co-Chairs would serve in this capacity.

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

- ACRA Garden Tour Reception
 - Pam met with the ACRA representatives to review the COVID-19 guidelines.
 - Food/Drink will be served in Room 3, per current guidelines; attendees can then go outside.
- ACRA Summer Camp
 - ACRA is continuing to research how the camp will be held. They are benchmarking other organizations.
- Awakened Heart
 - Pam discussed the need to determine what is happening and whether they will again begin to utilize the facility.
- Security Instruments
 - Pam is receiving calls every few days.
 - Verizon indicates the all new wiring is needed within the facility.
 - Betty will check with Denis on the history of this issue.
 - Pam will confirm current charges with Skip.
 - Toby recommended investigation of eliminating the landline.
 - Maria indicated that we may be required to have the landline in case of emergency.
 - Pam will contact Jeffrey Politis to discuss and verify need.

- Joe Cheiffo of Cheiffo Electric is continuing gratis work on the building.
 - It was suggested that Joe be asked to install receptacles along the pathway for lighting cords.
- We incurred a \$689 plumbing repair, performed by Twaddel Plumbing Repair.

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

- Coffee House
 - 5/14/21 – An outdoor coffee house will be performed at the BWVC grounds.
 - No food or drink will be allowed.
 - \$5.00 donation canister will be in effect.
 - Wristbands will be worn by paid attendees.
 - The hat will be passed to collect for performers.
 - Attendees must bring own chairs, food, drink.
 - Civic Committee has approved the use of a firepit.
 - It was suggested that the performers go 'unplugged' after 10pm to reduce the sound level since it will be held outdoors.
 - Pam will verify current COVID-19 guidelines for bathroom cleaning during this event.
 - Bathrooms will be open and available during this event.
 - Lighting
 - Betty suggested that attendees bring lanterns, etc.
 - Toby has asked Frank Vincent for lighting solutions.
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 - Frank Vincent would like to discuss future Coffee House plans with the committee.
- Art Loop
 - 5/7/21 – Phoenix Ridings will present a multi-media contemporary art exhibit titled 'Humanness'.
 - COVID-19 guidelines for occupancy will be adhered to.
 - This event should be included on the BWVC Calendar and Website.
- Strength and Mobility
 - Cecilia wishes to keep track of facilitator/facility expenses in order to make this ongoing event revenue neutral.
 - 5/4/21 will be the first onsite event.
 - Pam will request reports from Skip to track ongoing donations.
 - It was suggested that the entire committee get a monthly treasurer's report for review.
- Art Studio
 - Jeanne Orr is willing to start these sessions in May when the windows can be opened for further ventilation.
 - The purification system only functions when the heat/A/C is on.
 - Betty will confirm this with Denis.
- Arden Bookies
 - The Bookies have requested to have a link/hyperlink from the BWVC to their website.
 - The committee agreed that this functionality would be beneficial to many groups.
- PPP
 - Toby has compiled a document detailing the standard operating procedures in support of the PPP.

- She will distribute to the committee for future discussions as she will be stepping down from all her years of hard work and success in organizing the PPP after this year.

Old Business:

- Room 3 Threshold Issues
 - Pam will touch base with Ken Morrison to initiate remediation of this issue.
- Front Entry Door Water Issues
 - No update from Civic on the issue of installing a sub-surface grate in front of the doors.
 - Recommended next step:
 - Co-Chairs should discuss with Civic
 - Pam should initiate agreed upon resolution, as appropriate.
- 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.
- Online Donations
 - The guidelines for implementation need to be clarified.
 - Toby will discuss with Rob Whitehead and involve Ken Rosenberg in the process for implementation.
- Schroeder Rug
 - The committee agreed that the rug should be taken outdoors and 'beat' to remove dust and debris and then installed.
 - Mary introduced the idea of us using magnetic quilt clips which have been successfully used in the past.
 - The committee agreed to try to have this installed before the ACRA Garden Tour Reception.

New Business:

- Building Manager Schedule/Hours
 - Pam reported that she is finding 10 hours/pay period is adequate for support of the BWVC facility.
 - She will track her hours for the next few weeks and the committee will re-visit the Building Manager compensation arrangement, as needed.
- Facility Maintenance Manual
 - Pam has typed the maintenance manual information compiled by Patrick.
 - Ken Rosenberg will assist Pam in putting it in One Note for accessibility by all committee members.
- Janitorial Support
 - Pam reported that we will need to locate additional resources as the BWVC begins to host more events.
- BWVC Keys
 - A concern with the number of outstanding keys was voiced.
 - It was agreed to table this issue for future discussion.
- New Dropped Ceiling at Stage
 - Toby and Mary obtained a \$1095 estimate for installing a new dropped ceiling over the stage.
 - The renovation fund would be used for this expense.
 - The committee approved this expenditure.

- Toby will coordinate removal of existing non-functioning fluorescent lights and the installation of new lights by Joe Chieffo before the ceiling installation.
- Mary will coordinate the installation after these activities have been completed.

Motion to adjourn at 9:30 PM was approved.

Respectfully submitted,
Mary Young, BWVC Secretary

04/19/2021

BWVC PROGRAM REPORT BETWEEN: 1/18/21 - 4/19/21

Friday Night Programming:

Coffee House Friday May 14th- Frank Vincent would like to hold Coffee House outdoors (no rain date). There will not be sales of food or drink. Attendees will be asked to bring their own food/drink/chairs. They will set-up a small, above ground portable fire pit. The suggested \$5.00 donation canister will be in place and if there is a featured performer they will pass the hat for them. I have confirmed this with Steve Benigni, Civic chair. Frank would like to attend our meeting in the future to discuss on going plans.

Art Loop Arden, Friday May 7th 6PM-8PM – Art loop in Arden is back. Multi media, contemporary, Artist: Phoenix Ridings opening show titled Humanness. Need to ad details to calendar and website. (Covid courtesy practiced 20 people in room 3 at any one time.)

Mobility Class – Cecilia wishes to keep track of donations to ensure the program is revenue neutral. Skip will forward details to her and us monthly.

Art studio at the Buzz – Jeanne Orr, organizer. Monday nights. 7-9PM. Willing to start again sometime in May when they can open the windows. Contact Jeanne Orr 438.2731 (Page Notice) for updates.

Arden Bookies- Community book club. First Monday. Not meeting in the building yet. Notices about meetings will be on the BWVC calendar with a linked to their FB page

Community event requests: None

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

ACRA: Chair of ACRA Pam Politis has assembled an Ad-hoc summer committee to include Maria Burslem as the BWVC liaison. Weekly meetings to begin in February for planning. They are considering tents. Check with Maria about sponsor forms.

Mural: FINALLY Complete and looks fantastic.

PPP: TBD

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

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.

Respectfully submitted, Toby Ridings

Toby Ridings