

BWVC Regular Meeting Minutes
5:00 PM, Monday, August 16, 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, Debbi Sheiker, Mary Young. Guest: Randy Hoopes

Proposed Agenda: Reviewed and approved.

Minutes: July 19, 2021 Regular Meeting Minutes were approved with revisions. Revisions have been completed, minutes will be re-distributed and posted to the village website.

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

- ❖ QR Code on Marketing Materials
 - Pam will ask for assistance for Ken to implement.

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

- ❖ Wilmington Sudbury Schools Lease Update
 - The lease is very close to being signed.
 - WSS is a 501-3C so this may have some bearing on the terms.
 - A pet clause will be added as a lease addendum, as appropriate.
 - The committee agreed that a COVID-19 lease addendum should also be added for procedural steps, if required.
 - WSS would also like to hold an introductory event for the community.
 - They would also like to have a booth at the PPP.
 - Pam will ensure that Room 4 is thoroughly cleaned for their occupancy.

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

- ❖ Coffee House
 - October will be the next scheduled event.
- ❖ Art Loop – October 1st
- ❖ Strength and Mobility
 - Final class will be 8/31/21, held virtually.
- ❖ Tai Chai 101
 - There is interest in holding a 9am class on Monday, Thursday and Sunday at the Buzz.
 - They are currently meeting on the green.
 - This is a community event, donation only.
 - The committee unanimously approved pursuing this activity.
- ❖ ACRA Wrap-Up
 - Paints were left at the Buzz. Need to discuss removal with Claire.

- A possible arrangement could be made to store these at the Buzz, but we would want to trade shed space for this.
- ❖ ACRA Alumni Event. Shari discussed the committee's concerns with Lisa. Lisa understood our concerns and provided a \$50 donation to the BWVC.
 - The committee agreed that we should return this money, as no one wanted Lisa to feel coerced.
 - Betty will initiate a conversation with Lisa.
- ❖ PPP
 - 30 spaces area available. There are 26 vendors
 - \$4815 receiving in rental income so far.
 - We are short by 3 from past events.
 - Communications
 - Working on the directory.
 - In the past we have printed 750 copies. Toby suggests printing only 200 or so and including a QR code for attendees to access vendor information.
 - A box will be left at the exit to collect paper copies as attendees leave.
 - Randy Hoopes provide a volunteer update.
 - He has lost 4 volunteers, but has 26 as of now. He feels we are covered for the event.
 - Money collectors/counters for PPP.
 - Bill Tice has done this in the past. And he will do so again if he is in town.
 - David Gerbec has volunteered to take two shifts.
 - Times for counting are 12p, 2p, 4p and 6p.
 - \$2 entry fee and \$2 for raffle basket tickets.
 - Randy has a basket for the raffle.
 - Seed money --- \$1, \$5, \$10's needed for making change at the door. \$200 in total.
 - Randy Hoopes will procure.
 - Shari provided an update on decoration activities.
 - She has 12 volunteers lined up and others who have offered to assist.
 - Wednesday – décor
 - Thursday – table setting
 - Randy/Dave Claney will tape the rooms.
 - Wizards
 - Clay has organized 5 wizards to be in attendance.
 - Chalking the walk
 - Betty will confirm with Maureen that this will be done on Friday evening.
 - COVID-19 Policies
 - The current State of Delaware guidelines are planned to be used for the event.
 - The committee agreed with this. It has been the guiding principle for this municipal building since the advent of COVID-19.
 - Randy will procure masks to hand out to volunteers/attendees of the PPP.

Motion to adjourn at 6:55 PM was approved.

Respectfully submitted,
Mary Young, BWVC Secretary

Buzz Managers Report August 16, 2021

Community Events: Safety Committee had their first in person meeting on Wednesday, 8.11.21, On calendar now for 1 year. S & M will be discontinued the end of August. Barbara is taking over payment, zoom. Assume should take off calendar? Drum circle will be using the Buzz if weather is poor for Sunday, 9.18.21. Shakespeare show will be held at the Buzz if it rains for 9.18.21 only. They are using the Gild for 17th and 19th. Only if it rains.

Arden Georgist have scheduled Buzz for 9.10.21 (Sunday)

Bookies are on calendar until September. I will need Ken to help me once more putting in the upcoming books, etc.

Rentals: Rentals are starting to pick up. Booked another two this week.

Awakened Heart is on calendar for Wednesday nights each week. Spoke to David re: a change from 2nd and 4th for September only. I will confirm what Sunday he needs to change. Obviously will have to consider if something else is scheduled.

Operating: Advance Solar repaired the air conditioning. All good. Numbers on thermostat stay same as what it is set. I have a request for payment invoice that needs to be approved for \$1000.00.

Marketing-Contacted MTP, Concord and Brandywine HS to see if we can get in the athletic programs. Still waiting to hear.

The brochures I put up on three bulletin boards on Fridays at Booth's Corner are gone by the next week. Asking renters where they heard about the Buzz. Most are friends of Arden residents or Arden residents. Indian group is coming back for event in September. Hopefully, many more referrals will come out of this.

Discussion: Spoke to Patrick and still waiting to hear if he can take off for Friday before Fair. He needed to check with other employees to make sure they are not taking off. Otherwise, he is available on Wednesday night, Thursday night and of course can give 4 hours on Fair day. I will work out an actual schedule once I hear. Jeremy should be available all days, but I will confirm. I will hand over my keys to Betty or Mary on Wednesday, September 1st before I leave. If you think I should give to Patrick, please let me know.

Solar Reading: 51141 8.13.2021

Thanks for allowing me to present this report.

Respectfully,

Pam Cohen

08/16/2021

BWVC PROGRAM REPORT BETWEEN: 7/19/21 - 8/16/21

Friday Night Programming:

Coffee House Friday: Next coffee house scheduled for Septs or Oct.

Art Loop Arden, Friday's 6PM-8PM – Next art loop October 1st.

Mobility Class: Tuesdays and Thursdays – Final class on Tuesday 31st. Confirm with Cecelia.

Art studio at the Buzz – Jeanne Orr, organizer. Monday nights. Jeanne Orr, sponsor. 7-9PM.

Arden Bookies- Community book club. Second Monday of the month. Meet in the building and on zoom. New sponsor Gerry Gonselman.

Community event requests: Tai Chi with Jill Emory. Starting in October 2-3 mornings per week. Needs approval.

ACRA: Paints left in room 4 shelves.

PPP: 30 spaces booked with 26 vendors totaling \$4815.00. Still much to do as far as communications. Need to bring down all the boxes from the above stage this week for review of inventory, signage, table cloths, wizard costumes ect... Hospitality shopping volunteer, Friday night Randy, Clay and David Jones.

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

Joe Cheifo was on site over a month ago to removal of the florescent lights on the stage ceiling. He was asked to leave due to Strength & Mobility in session. We have been unable to reschedule since then. Exterior lighting along pathway needs confirm with Civic. Wayne Hull installing 2 sections of kick out flashing, approx. \$200.00.

Advertising for BWVC rentals: Larry Strange to let go of hosting our website by Nov 1st.

Respectfully submitted,

Toby Ridings

BWVC Chair Report
Aug. 16, 2021
Betty O'Regan

WSS lease

These are the additions Ted Rosenthal wants us to have. I have requested #2, #3, and #4 from Michelle and we will make the change noted in #1. Then we can give them the lease to sign (ASAP) and the town officers will sign after the information required is submitted.

1. WSS seems to a corporation per SOS records, and was just formed as of 3-9-21. So the lease should be with the legal entity – “Wilmington Sudbury School, Inc., a Delaware corporation”
2. Is it a 501(c)(3) – as its status may have some bearing within the Buzz Ware/Arden usages.
3. As a corp, we need to see its Certificate/Articles of Incorporation, Bylaws, and there should be a resolution of its board authorizing the entry into the lease.
4. Otherwise looks good once you get the insurance cert.

Addendums to the lease will be as needed regarding

- pet deposits (for classroom animals)
- rent amnesty if school must close due to COVID