

BWVC Regular Meeting Minutes
5:00 PM, Tuesday, November 11, 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, Ken Rosenberg, Debbi Sheiker, Mary Young.

Proposed Agenda: Reviewed and approved.

Minutes: 10/18/21 Regular Meeting Minutes were approved.

New Business:

- ❖ Lease Renewals – Awakened Heart, Arden Building & Loan
 - The lease subcommittee will meet prior to the next meeting to provide lease renewal recommendations
 - Betty will request a copy of the executed lease for WSS for the committee records from the Town Chair.

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

- ❖ Current and Future Rentals were discussed.
 - The committee agreed to discuss the current room and series rental rates to evaluate if these should be changed.
 - The website needs to be updated to remove Room 4 from rental inquiries.
 - Ken will make this change.
- ❖ Operating
 - The split HVAC units require cleaning for the season.
 - Room 4 split is a concern with regard to cleaning/leakage.
- ❖ Awakened Heart TV Placement
 - AH has the necessary hardware to do a wall mount installation for the TV in Room 1.
- ❖ Marketing
 - Mary and Ken agreed to assist Pam in soliciting Google reviews.
- ❖ Roof Repair
 - Committee approved the Brooks Family estimate of \$950 for needed repairs.

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

- ❖ Coffee House – November
 - 42 attendees / \$186 in donations / \$148 at the door / \$38 in beverage sales
- ❖ Art on the Town
 - November - 82 attendees / \$226 in donations
 - Out & About has started advertising for Art Loop. Cost is \$315 for advertising.
 - December Art on the Town will feature Elisabeth Bard with Light Wearings
 - Unlike past recent years, no vendors will be added to the December Event.

- ❖ Move and Be Well
 - Joan Wharburton-Phibbs facilitated an introductory class on 10/28.
 - 6 attendees
 - Joan has requested to be a paid instructor. The committee agreed that based on introductory attendance level, the following stipulations must be met in order to pursue this request and maintain revenue neutrality:
 - A minimum of 10/class average; 15 attendees to start
 - \$5 suggested donation per attendee
- ❖ Web Hosting
 - Rob Whitehead has installed a new security plug-in due to numerous attempts to compromise the site by hackers.

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

- ❖ Mask Mandate
 - Betty reports that the Arden Club requires masks and a check of vaccination records for dinners and concerts. No masks are required for private events.
 - The committee agreed to continue to follow the Delaware Governor's COVID-19 protocols for public events. Private events can be at renter's discretion.
 - Mary will create a sign to be displayed at the BWVC containing this information.
- ❖ Operating
 - Exterior lighting at the pathway – awaiting input from Civic.
 - Additional Yard Waste Cans – awaiting input from Civic.
 - A bulb is out on the BWVC sign.
 - Denis will address.
 - Bathroom Cleaning
 - Bathrooms will be cleaned after every event.
 - WSS will continue to clean Room 4 and the bathroom cleaning on their own.
- ❖ Stage repair
 - Toby reports that the fluorescent light housing at the stage has been removed, so the installation of the dropped ceiling can proceed.
 - Mary will contact ERCO to proceed per estimate previously provided.
- ❖ AARA Storage is no longer required.

Motion to adjourn at 6:45 PM was approved.

Respectfully submitted,
 Mary Young
 BWVC Secretary

Buzz Managers Report November 16, 2021

Community Events: Tai Chi going well. No other events have come back in Buzz yet. Over 80's was scheduled but changed to gift delivery.

Rentals: New 5 are booked since last meeting. 2 for 2022, Jester Art Space would like a series starting 12.11.21 with wreath making. Sen. Gay has booked a fund raiser for 12.2.21.

Operating: Spoke to Willie Nobles from Nobles Mechanical. He cannot make it until next week. Very busy.

Jeremy is working on getting parts for Room 4 door.

Twaddell plumbing had to be called and came in on a Saturday to fix both restrooms.

Unfortunately, it was during Art Loop but still had Unisex bathroom available. Jeremy spoke to Michelle, and she spoke to kids re: putting wet wipes or paper towels down toilets.

Meeting with Brooke and Michelle went ok. She asked if we could write something stating that he is no longer a threat. Told her I did not think we could but will ask.

Marketing-Usual marketing. I need about another week to get all the testimonials together. I have the written ones but need to ask for permission.

Discussion:

Hiring a second person to take some of the strain off Jeremy. Andy Burke would like to meet with Mary and I on Wednesday at 4:30 if it is a good time for Mary.

Need to discuss a raise for Jeremy.

TV left in room 1 on shelf. Update-Spoke with David Jones and Mike. Mike said he has the parts for the TV and will be working on it soon.

Need to discuss Rental fees now that we do not have Room 4. Has been brought up twice.

Need to change website also.

One of the phone lines are down again. I will call Verizon again. Thanks to Betty for getting the new princess phone. It does work but not clear. It could be because of the lines.

Awakened will be coming back to regular schedule in January. Need to discuss amount, space, etc.

Wertz roofing estimate is attached.

Need to discuss NORML coming back. I have left a message for the new director, but she has not returned call yet.

Still working on the Job Description for Maintenance Job, Part time. Will have by next meeting or sooner.

Solar Reading: 53649 11.14.21

Thank you for allowing me to present this report.

Respectfully,

Pam Cohen

11/16/21

BWVC Program Report between: 10/18/21 - 11/15/21

Friday Night Programing:

Art Loop: First Friday of the Month: featuring Jill Althouse-Wood's Forest Lore, we had ~82 Attendees, and took in \$226 in Donations. Used 2 bottles of red wine, 2 bottles of white wine (one of which was from prior show), and 2 Guinness, 2 cokes. There's still an unopened 1.5 litre of sauv blanc Monkey Bay in the Buzz closet for future use. Out&About magazine advertising \$35.00 per ad. \$315.00 per yr. (9)

December Loop: "Light Weavings" by Elisabeth Bard. Elisabeth doesn't mind having Room 1 having 5-10 additional merchants for "Holiday" aspect of the Loop, provided they're not photographers.

Coffee House: 2nd Friday of the Month: Featuring Gretchen Emery and Kenny Windle. Paco had to cancel. 42 Attendees at peak time 9PM. Total door \$148.00. Beverage intake \$38.00. Total \$186.00

Weekly Programing:

Monday Night Art Studio - 7-9 PM Jean Orr, sponsor

Arden Bookies - 2nd Monday of the month, Gerry Konselman contact.

Arden Fiber Arts - Tuesday nights 7-9 PM, Denise Nordheimer sponsor

Tai Chi with Jill Emory - Mon,Wed,Sat 9AM, Jill Emory sponsor and instructor.

Community Event Requests:

Move and Be Well: Intro class held on 10/28 9AM. 6 attendees. Good instruction more interest needed to move forward.

Website: Rob Whitehead reported that our website had hundreds of attempts to hacked. Rob installed and configured a new security plug-in.

