

**BWVC Regular Meeting Minutes**  
**5:00 PM, Monday, February 21, 2022**

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

**Proposed Agenda:** Reviewed and approved.

**Minutes:** 1/17/22 Regular Meeting Minutes were approved.

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

- ❖ Art on the Town \$1800 sales so far
  - \$50 – food/ \$70 – beverage budget
    - No alcohol will be stored at the Buzz. It will be stored off-site from now on
  - Bernadette provides flowers, etc., at no charge
  - 10% of proceeds of sales go to the BWVC
- ❖ Coffee House
  - \$278 in donations
- ❖ ACRA
  - ACRA has indicated they plan to go forward with the program this summer
  - 6/25 – 7/30/22
- ❖ Community Event
  - 3/13/22
    - Artists and Makers Brainstorming Event
    - 3-4:30pm
- ❖ Roof Repair
  - The old roof leak recurred after the recent snowfall
    - Coordinating the electrician and the roofer to address this issue
- ❖ BWVC Guidebook (aka Red Binder)
  - One Note binder access is not working
    - Ken investigated and Rob Whitehead is also looking into this issue
      - Rob suggests the creation of a shared drive on Google
      - Ken is also continuing to research solutions
- ❖ BWVC Sponsor Form
  - Feedback has been received indicating that potential clients of the BWVC have a difficult time accessing this form
    - Ken will address whether this form can be moved for easier access

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

- ❖ 11 inquires have been received since last meeting
  - 9 have booked
- ❖ Verizon
  - Town Chair will confirm is a new repair ticket has come in
    - Infrastructure needs to be updated

- ❖ Room 3 Lighting
  - Pam will contact Cheifo to address issues with recessed lighting in this room
- ❖ Path Lighting
  - Clay will create a proposal to be submitted to the Civic Committee
- ❖ Bulletin Board Lighting
  - This lighting is not working
    - Denis will troubleshoot
- ❖ Facilities
  - Pam and Jeremy are working to find homes for extra chairs that are no longer used
    - A 'Lean-To' has been suggested for chair storage
      - Toby has researched this idea
        - ◆ Quickest, easiest solution
        - ◆ Detachable – could later be removed and sold
        - ◆ Cost: \$3000 - \$4000
        - ◆ Jeremy will provide square footage recommendation
- ❖ Jeremy provided the following input/updates
  - Room 3 Linseed application
    - \$250 - \$300 per Dave from Fabricare
    - Committee agreed to this important upkeep
  - Non-employees should not be putting tables/chairs away
    - Safety/liability issue
    - Ken suggested having users complete a 'hold harmless' form
    - A training session for users was also suggested
- ❖ Website testimonials
  - Pam has collected several written recommendations which will be added to the website
  - Ken will talk with Rob about how we can establish more on-line testimonials for greater Internet visibility in searches
- ❖ Stage ceiling replacement
  - Mary procured an updated estimate from ERCO for this replacement.
    - Pam has submitted this for the required 50% deposit.
    - This work is on hold until the intermittent roof leak is successfully isolated and repaired.
- ❖ Online Donations
  - Ken indicated Paypal, Venmo, etc. could easily be used
  - Town treasurer has indicated that it is important to understand how the back office procedures will work so that the money can be properly identified and allocated

**Chairperson's Report:** *See Chairperson's Report for additional information.*

- ❖ BWVC Committee Positions
  - 6 candidates for 2 positions have been recruited
  - It is hoped that those not elected will serve as guest committee members
- ❖ Annual Staff Reviews
  - A consistent procedure needs to be established
- ❖ Little Library Cupboard
  - New Castle County Libraries are providing free
  - This could also be used for a 'seed exchange'
  - Betty will pick up and coordinate with Jeremy for installation

- ❖ American Rescue Plan Act (ARPA) funds request.
  - The next deadline for the 2<sup>nd</sup> submission is April 1, 2022
  - Denis/Mary will coordinate and submit on behalf of the BWVC
- ❖ Awakened Heart
  - The sub-committee provided an update on the proposal
    - The BWVC committee approved this proposal with the addition of signature lines
      - Mary will incorporate
      - Janitorial costs will be monitored under this new agreement
        - How this can be accomplished was discussed
          - Jeremy timecard can be a data source
- ❖ Rental Rates
  - Updated rental rates were discussed
    - Toby and Mary will review and update documentation

Motion to adjourn at 6:58 PM was approved.

Respectfully submitted,  
Mary Young  
BWVC Secretary

## BWVC Chair Report

Feb. 13, 2022

### **Nominees for Upcoming Election**

We, being overachievers, have 6 solid candidates for 2 positions. Thanks to Toby for recruiting Kathy and Patrick Barry, Michelle Lauer. Susan Stith has also agreed to run. If you see any of these folks be sure to thank them for their interest. I will write to everyone asking them to post a brief bio, including why they would like to run, on the Arden website. They will also be asked to attend the *Meet the Candidates* on Sat. March 12 at 3:00. In addition, I would like to encourage those not elected to join us as non-voting committee members. Everyone seems genuinely interested and this is a great way to get new people invested, increase our current labor pool, and to plan for the future.

### **Website**

Simon Hamermesh complimented us on our website, during the Town Meeting, and is interested in helping with that.

### **Personnel**

We need to establish (or re-establish) a consistent procedure for annual reviews for our employees (custodians, building manager). Since we will be working on getting a raise for Pam, we'll be scheduling her review in the very near future. Job descriptions are complete and have been sent to the Town Chair.

### **Secretarial Duties**

I would like to propose redirecting some of the secretarial duties so that it isn't such a consuming position. We could consider doing the same for Programing. With, possibly, new member joining us, it's a great time to redistribute the load more equitably.

2/20/22

## **BWVC Program Report between: 1/17/21 - 2/21/22**

### **Friday Night Programing:**

**Art Loop:** Painter AJ Stalloni. There were 25 attendees, on a cold, snowy night. AJ had about \$925.00 in sales on 1st Friday maybe more to come at CH.

~1 bottle pinot grigio, 1 bottle rose, 1/2 bottle of red

Two unopened in closet: pinot grigio and rioja

Bern tries to simplify the charges for reimbursement clearer on receipts, but it's nearly impossible to keep personal separate from BWVC, as

- a) Not sure what actually gets used till after show,
- b) Some items get held over for next show,
- c) Trying to keep close as possible to budget of \$50 for food, \$70 for beverage & (all significant overage or decorations are my donation).

**Coffee House: 2nd Friday of the Month:** Sharon and Sean Jazz Duo. There were 48 attendees at peak time, fairly well attended for a February Valentine themed cafe. Donations \$278.00.

### **Weekly Programing:**

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

**Arden Bookies - 2nd Monday of the month,** Gerry Konselman contact. Geri was informed of the Governor's Covid Policy that is our policy for community events.

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

**ACRA:** June25-July30

**Community Event Requests:** None

**Roof Leak:** Occurred again after snow. In. Process of Co-ordinating Electrician with roofer.

**BWVC GuideBook** - OneNote Binder access not working properly. Spoke Ken who spoke with Larry and then Rob Whitehead who received a work order to fix it. I suggested that we not invest in the repair and move it to another venue. Rob suggested we create a shared folder on google drive and move all the documents to the new folder first then allow for sharing.

Respectfully submitted,  
Toby Ridings



Buzz Managers Report February 21, 2022

**Community Events:** Bookies have gone to zoom for February. Forest Committee has scheduled an Ivy Event on April 2, from 12-4:00p

**Rentals:** Several new inquiries. 6 of those have booked! See spreadsheet attachment. Susan Oates classes are crowded and doing well. Great marketing event for future referrals. Movement class going well also.

**Operating:** New hire AJ must not be interested in the position. Tried calling, text and email and no word. Moving on.

Ty started on 2.11.22. I didn't think it was going to work but with structure a check sheet, it seems to be working out for Friday's 2-hour cleaning. Starts at the end of school so the kids won't walk or slip on the wet floors.

Gave Jeff Politis and update on Verizon. The tech said he was having a bucket truck come to fix from main box to telephone pole. Apparently very outdated and screwed up. Jeff is going to confirm that there was a repair ticket made.

Need to get electrician in for lights in room 3. Keep going out. Also, the lights near the bulletin board out front.

Jeremy and I have been discussing a solution for the extra chairs. He would like to check into some ideas.

I have Skip checking on how much we paid for the floor in room 3 to be linseed oil again.

Jeremy has mentioned that a flat coat of shellac would save the floor from stains, etc.

Thoughts?

If we decide to go with the linseed, I'm sure Ty could do it. Actions hardware has the supplies.

We also discussed that he would rather not have non-employees put tables and chairs away.

Worried about things getting broken and someone getting hurt.

Spoke to Larry Walker and Allied Lock. Larry was supposed to print a letter out stating that I am the manager and it's ok for me to have keys made. Unfortunately, when I saw him yesterday, he'd forgotten to do that. I told him I will call on Monday to remind him.

**Marketing-**Made big flyers out of card stock to put around. They look good and catch the eye.

#### **Discussion:**

Have another inquiry from Liz Ryan looking for employment at the Buzz. She would like to manage the Buzz. I will let her know that the position is filled but will keep her inquiry on file.

Awakened Heart is going Zoom for month of January. They are doing February 13<sup>th</sup> and 20<sup>th</sup> right now. He did let me know that they would like to do 3 Sundays a month starting in March.

He is sending a new proposal to Betty.

Had Zoom call with Ken Rosenberg. Need to clarify what we want from the testimonials. Ask Ken to elaborate.

**Solar Reading:** 54734 2.12.22

Thank you for allowing me to present this report.

Respectfully,

Buzz Managers Report February 21, 2022

Pam Cohen