

**BWVC Regular Meeting Minutes**  
**5:00 PM, Monday, July 25, 2022**

**Attendance:** Patrick Barry, Rachel Brown, Maria Burslem, Pam Cohen, Betty O'Regan, Toby Ridings, Susan Stith, Mary Young.

**Proposed Agenda:** Reviewed and approved.

**Minutes:** 6/21/22 Regular Meeting Minutes were approved.

**Building Manager's Report:** *See Building Managers Program Report (attached) for information presented. Following is additional information discussed:*

- ❖ Pam reported the following updates:
  - one rental cancellation due to Covid.
  - awaiting a part from Advanced Solar to complete repair of solar panels.
  - marketing brochures are being dropped wherever possible.
- ❖ Rachel provided the following updates:
  - Verizon completed an update in phone lines which has addressed the security system issue.
  - Civic Committee has filled holes in the areas around the building. More infill is needed in some areas.
  - Drainage Issue
    - Civic recommends waiting until the sewer upgrade evaluation is complete before proceeding.
  - Gutter extension is needed to redirect drainage.
    - Jeremy will provide and estimate for this work.
  - Ladies Restroom toilet in the handicap stall flushes on its own.
    - Rachel will have this issue addressed.
  - ACRA
    - Two maintenance issues have resulted from the ACRA program:
      - Chalk paint was applied to the exterior of the building.
        - Rachel and Joey spent 2 hours removing. Pressure washing is still needed.
          - Clay Ridings has volunteered to complete this work.
      - A table was broken that will need to be replaced.
        - Replacement cost: \$75
    - The committee agreed that ACRA should be asked to reimburse the BWVC for the cost of the table and Joey's cleaning time.
    - After the final walk-through Rachel will prepare and submit an invoice for these costs.
  - Marmoleum Floor Damage
    - The new flooring has been damaged near the stage.
      - Toby has contacted the installer and the Marmoleum rep for proper cleaning instructions and recommendations to address the floor damage.

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

- ❖ ACRA will finish on 7/30/22.
- ❖ PPP Fundraiser
  - 2 slots are left; \$4000 in vendor rental fees have collected so far
  - Raffle

- It was agreed to hold the raffle.
  - ◆ Susan will coordinate receiving the vendor samples, assembling the basket (Betty will help) and staffing the raffle table on fair day.
- PPP Set-up and Fair Day
  - Volunteers are still needed.
  - Betty will procure refreshments for the vendor hospitality area.
  - Chaulk Walk
    - Betty will coordinate with the family who completed this artwork last year.
  - Bonus for Custodial Staff
    - The committee approved a bonus for the custodial staff based on attitude and performance for the PPP set-up and Fair Day support.
- ❖ Christmas Art on the Town Marketplace Event
  - Susan provided an update on this event (see attached information).
  - The committee approved making this an Arden artisans only event this year; filling in with other vendors only as needed.
  - The committee also approved using Room 3 to exhibit one piece from each of the artisans participating in the marketplace.

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

- ❖ WSS Lease Update
  - Toby has made modifications to the lease document and it should be signed this week.

Motion to adjourn at 6:32 PM was approved.

Respectfully submitted,  
Mary Young  
BWVC Secretary

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Rachel Brown – Building Operations

Talked with Jeff about scheduling Verizon to upgrade to fiber optic lines outside install!

Talked with Steve from civic community response “I was shown the drop off and the holes (including the bees) yesterday. We are meeting this evening and will discuss fixing them before the ACRA summer program.”

Met with Steve Ed Carol About drainage problem at back of the building! they filled hole at the front of the parking lot. I caution taped off the drop off until it is fixed. Said possibly putting up a path that way and re-directing the drainage away from the building to decrease wash off!

Met with Jeremy talked about possibly extending the drainage pipe from the gutter to go across to the tree and into the garden/field instead of the side of the building! Also discussed possibly bumping out the lock on the main door to make it more secure! (He said talk to Dennis O). Discussed ACRA prep! Emailed Verizon to set up date to upgrade phone line to fiber optics. Purchased & Assembled new vacuum.

ACRA set-up Jeremy fixed door! Need to address radiator brackets talk to David about awakening summer setup

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## **BWVC Program Report between: 6/21/22- 7/25/22**

### **Friday Night Programing:**

**Art Loop:**

**Coffee House:**

### **Weekly Programing:**

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

**Arden Bookies - 2nd Monday of the month**, Gerry Konselman contact. Donations received = \$29.65

**Tai Chi with Jill Emory - Mon,Wed,Sat 9AM**, Will return after ACRA.

**ACRA Summer Program:** June 25-July 30. Final walk-thru needed on Sat. 30th

**Community Event Requests:** None

**PPP Fundraiser:** I have mostly completed filling the building with vendors. This is what I agreed to do the rest is in the hands of the committee. The BWVC committee is now at the helm. All staff needs to be available Wednesday set-up day, Friday and scheduled hours on Saturday. We need a volunteer to manage publicity. A sub-committee meeting scheduled for Thursday this week.

**Floor:** I spoke with the Marmoluem rep and Frank the installer. Frank will come out to observe in the next few weeks. The tiles can be replaced. There are other fixes that might work, such as filling it with bits and glue. Rachael will speak with Denise the Rep concerning care of the floor.

**BWVC GuideBook** - Ken moved Guide book binder to Google docs drop box.

**Website:** Pay now button and Bookqued software for booking rental space. New site for Guidelines <https://bit.ly/BWVC-Buzz-Binder>.

Respectfully submitted,  
Toby Ridings



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## **December Art Loop Report**

On July 23 I met with Bernadette Donohue, coordinator of the December artist market and Jill Althouse Wood, representing the newly formed Arden Artists Collective (AAC), to inform them of our revival of the December Art Loop artist market, which had not been held since 2019 due to the Covid pandemic.

Response was positive. Stuart Craig, unable to attend our meeting, told me earlier that the artists in Arden were not having the Christmas Market this year. He was glad to hear about the Art Loop event. According to Bernadette, the December Art Loop needed a new spurt of energy, as enthusiasm and attendance had been waning the last few years. Jill was excited about the exposure and opportunity this would bring to the Arden Artist Collective and offered its help in coordinating and advertising.

Our decision was unanimous that the Art Loop THIS year would include only artists from Arden. Very few of them have tables at the Thanksgiving weekend Holiday Crafts event, so this change might help differentiate the two events and actually benefit both.

Rooms 1 & 2 will contain the artists tables. Room 3, however, will feature a display of one small -in -size piece of art from each artist (with 10% commission for the Buzz) as well as the usual refreshment table. Art for room 3 will be dropped off between 4:00- 6:00 (or earlier with prior arrangement) and hung between 6:00 - 8:00 by members of the Arden Artist Collective.

The application process and PR is being shared by Bernadette and the AAC. Postcards will be available at fall Art Loops and the AAC's table at the Arden Fair. Advertising will contain "This event will follow Covid guidelines on delaware.gov."

Submitted by Susan Stith