

**BWVC Regular Meeting Minutes**  
**5:00 PM, Monday, May 20, 2023**

**Attendance:** Grace Ressler, Toby Ridings, Patrick Barry, Shari Phalan  
Staff: Pam Cohen, Rachel Brown,

**Proposed Agenda:** Reviewed and approved

**Minutes:** 4/24/2023 Regular Meeting Minutes approved

**Building Maintenance/Supervisor's Report:**

Electrical - spoke to Ed from royal flush will be out tomorrow, April 26 to assess the issue in the AC unit condensation pump. Also, royal flush about submitting insurance and W9 form. 4/26 met with AJ and Eddie from royal flush roof. Replaced the condensation pump on AC unit which we were having a problem with last year. They also tested to make sure it was working properly after being replaced. Everything looks to be in working order.

Richard Cropper - Called him to get W9 form to get him paid

Keurig coffee machine - missing?

Smoke detector test - done on 5/2

Keys - 10 new from Allied

**Building Manager's Report:**

Problem with Ardencroft special meeting. They want the first week of ACRA. Options given to Ben.

Wilmaco will be having a meeting on June 6.

Walk thru set up for Friday, 6/23. ACRA would like to put down rugs that day instead of Saturday. Alex and Clare for walk thru.

Rentals:

One tentative booking from Wilmington Drama League.

Clare's husband booked another event for a graduation.

Clare has two private bookings.

Jeff Steen is booked for 5/17. Pam would like herself or one of the staff to be there in case of problems with attendees. Will discuss at meeting.

Lewis-Slattey family booked for birthday party.

Brew HaHa is letting us put brochures in front window.

Reminder to put the eMail guest list for signature to help "Friends of the Buzz"

Pam is taking a free course from Word Press on putting in calendar, etc. Add-on to word press is \$119. Needed in order to delete event without deleting all events.

New inspection done with Security Instruments. No problems.

Left message again for licensing. No new since 2020.

Flowers for hot sun in front window boxes – discussion.

Solar Reading: 67770 05/12/2023

### **Program Report:**

Art Loop - 5/5/23, Alan Burslem, Pottery. 44 Attendees, \$37 in Donations Several sales (\$1040.00) Beverages utilized approximately: 1 white wine, 2 beers,

Coffee House - 5/12/23, The Q factor, Attendance was: At 8pm - 44, 9:00PM - 40, 10PM - 45, 11PM - 20 Buzz door donations \$209.00 Beverage table: \$9.00 Total donations = \$218.00. Should we talk to Frank Vincent about promoting The Buzz more? Last Coffee House in June and would like to have it outside.

### Weekly/Monthly Programing:

Monday Night Art Studio - 7-9 PM Jean Orr, Sponsor. There has been an increase of attendance. The Donation box is set out on the table with the weekly room set-up and guest list.

Tai Chi with Jill Emory - Every Mon, Wed, Sat 9AM Arden Bookies - 1st Thursday of the month, Gerry Konselman, sponsor. Should we promote this more?

ACRA Summer Program - June 24 - July 29 2023. We have received the signed community events sponsor forms from Mary Brent. Events have been added to the calendar. Janitorial staff needed for the five-week program.

Community Event Requests - 0 Community Events to be or concluded: 0

PPP - Promotions to vendors have been sent. Received 4 applications. We have raffle ticket emails to enter for mail chimp campaign. Some thoughts on a volunteer head - move volunteers at front and door or raffle room space? Bump up raffle price?

New Programing - Thinking caps for new events either Sunday afternoons or 3rd and 4th Friday evenings. Sample: Skill-sharing Sundays, Super bowl, Karaoke night etc. 3rd Friday Kid's crafts/movie night.

## **Co-Chair Report:** Toby Reporting

Committee member - Maria Burslem has stepped aside as a committee member. Grace Ressler will fill the position. Much appreciation to Maria Burslem for serving for the past 8 years. She plans to continue helping with accounting in the back office.

Sub-committee - Arden School/Buzz Ware Village Center 100 Yr. Anniversary. Form a Planning committee. First step is to investigate feasibility.

Friends of Buzz - Excel list. Volunteer needed. Financials Quarterly Review: According to Town Treasurer, Skip Bailey our numbers are good.

Security Instruments - Upgrading fire system. New estimate. Vote to approve spending \$4,310.00 for upgrades and new panel. Monthly fee of \$26.00 for central station services. Proposal was passed around.

**Action:** Toby will confirm with Security Instrument radio system

PPP Fundraiser - Volunteer needed to manage fair day volunteers. Thank you note cards: Pam has cards. An artistic rendition is planned for future cards.

Floor - Frank will come out to observe. 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 Guide Book - New site for Guidelines <https://bit.ly/BWVC-Buzz-Binder>. Website: Change date to 2:00 PM for Sunday rentals. Pay now button and Bookqued software for booking rental space.

Sheds - Still in process. Based on visit to Dave's Shed. We will need to customize and order new shed. Should chairs go in back instead of shed for easy use?

Room 3 Kitchenette - Clyde suggested installing a Leak breaker to the connector pipe of the new hot water heater in Room 3 closet. It would stop water flow to prevent a leak. \$275.00 plus an hour install.

## **New Business:**

Electric car charger - Advisory posed the question of an Electric charger in parking lot? Info for Zoom writing for grant for an electric car charger? Nixed or possible an option down the road

Third Friday suggestion – Youth night? Crafts? Movie event for youngsters. Could during A.C.R.A.

**Motion to adjourn** at 6:25 p.m. was approved.

**Next Meeting: June 19, 2023 @ 5:00 p.m.**

Respectfully submitted,

Shari Phalan

5/13/2023