

BWVC Regular Meeting Minutes
5:00 PM, Monday, July 17, 2023

Attendance: Grace Ressler, Toby Ridings, Mary Young, Susan Stith, Shari Phalan

Staff: Pam Cohen, Rachel Brown, Patrick Barry

Guests: Betty O'Regan, Frank Vincent

Proposed Agenda: Reviewed and approved

Minutes: Correction: Under Building Supervisor Report, "Floor sanding and resurfacing is suggested for Room 4" should include Rooms 1 and 2.

6/19/2023 Regular Meeting Minutes approved.

Building Maintenance/Supervisor's Report:

A/C - condensation tray. Toby has a report from Clay. See attached.

Bags on side of building - Asked Civic who said, "bags need to go" that are on the side of the building. Civic put them there!

Pitch wrong? Rachel read Clay's report. (Attached)

Paint under soffit at bump-out needs to be scraped and repainted. Need gutter guards. Steve Brooks to be contacted.

Action: Rachel will contact him.

Yellow light bulbs - \$20-24 (two per pack). Regular bulbs \$3-\$7. Eight floods need to be replaced. How much light do they provide? Safety concerns for low wattage. Try a few first?

P/A - Pete Compo will take care of some of the cost. (See Frank's note about donation). User friendly. All-in-one system and can attach iPad, etc. Good thing to offer rentals. Need to charge more if used. Where to store? New shed, maybe.

ACRA- One clogged toilet. Refilled hydraulic fluid (?). Wax seal on toilet needs to be replaced - crusty and stain behind.

Water Heater - Clyde - got part for overflow on water heater.

Chair - one was scratching. Will keep an eye on slip pads that need to be replaced.

Water dispenser - knob broken. Claire will replace.

Building Manager's Report:

Telebration - November, maybe.

Community Planning, Safety, Forrest, Emergency Planning, Ardencroft Art Class, Task Force are still using while ACRA is in session.

Renters - Awakened Heart, Dominic Chan still using and flexible. Others series are waiting until September to start classes gain.

Rentals - Slattery. Skowrowski. Ward. Sudbury Retreat August 5 @ 2:00 p.m.; Artisans event Jan 20; Two tours didn't go well - need staging.

AZTEC - new cards will be done by The Fair. They are camera-ready.

Solar Reading - 70011 7/12/23

Program Report - See Report.

Friday Night Programing:

Art Loop: On hiatus until October. October artist, Photographer Eric Zippy.

Coffee House: On Hiatus until October. Received notes from Ken with details for Coffee House 27-year celebration. Proposed date 9/30/23. See discussion with Frank Vincent below.

Weekly/Monthly Programing:

Monday Night Art Studio - 7-9 PM Jean Orr, Sponsor. They will continue to meet in room 4 during ACRA. A few more have attended recently.

Tai Chi with Jill Emory - Every Mon, Wed, Sat 9AM. Tai Chi will be held on the Green during ACRA.

Arden Bookies - 1st Thursday of the month. Gerry Konselman, sponsor.

ACRA Summer Program: June 24 - July 29 2023. In Progress.

Community Event Requests:

Tellabration - Gerry Konzellman, Sponsor November. Rachel said they left quite a mess. Need a talkin'-to.

Community Events scheduled or concluded: 0

PPP: Vendors full. Approx. \$5000.00 in booth space. Volunteer recruiting in progress. If each of us provides 2 people to help we could have the slots filled. We have set a goal for fundraising for \$8000.00. *See attached PPP sub-committee notes.*

Community Requests - Gerry Konzelman will sponsor Telebration before Thanksgiving. This is a very good event for The Buzz. She needs to fill out a form.

Tablecloths - Suggested cleaners: Philadelphia Pike across from Holy Rosary; Laundromat will charge by the pound. Clean Supreme - governor Printz Blvd.

Raffle - Susan Stith. A lot of work for \$200. Thoughts: "Let it go". Need enthusiastic people/ambassadors if we are going to do the raffle again. People need to be good greeters, not looking at their phones.

Action: Volunteers – Shari will call Tanya Lazar and Lori Fleuter who have asked to help.

Co- Chair Report:

Financials: According to Town Treasurer, Skip Bailey, our numbers are okay. Currently revenue neutral.

Audit: Received a call from Audit committee to schedule an audit for September of us programing deposits and donations. Primary file cabinet has been purged and the older files have been re-located to the new small file cabinet.

Leases: Sudbury School lease has been updated and approved. Signing with Jeff Politis is scheduled for this week. Lease reviews for Awakened Heart and ABL are next up after the fair.

Security Instruments: Upgrading fire system. New cost to approve for AES radio communications \$5587.00. We will schedule a meeting with Mike Dibenedetto, staff and Jeff Politis when Mike returns from vacation.

PPP Fundraiser: Plans in progress. Volunteers set to be confirmed by July 31st.

Website & Advertising: Testimonials for FB. Printing of new postcards. Pam will follow through with Aztec printing. Pay now button and Bookqued software for booking rental space.

Friends of Buzz: Excel list volunteer/s needed to input contact information.

BWVC Guide Book - New site for Guidelines <https://bit.ly/BWVC-Buzz-Binder>.

Our Building is 100 years Old in 2024: Arden School/Buzz Ware Village Center 100 Yr. Anniversary. First step is to investigate feasibility. Form a Planning committee? Susan Stith handed out the Prologue Abstract of the Arden School book by Connee McKinney.

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. Rachael will follow up with Clyde.

Exterior of Building: Check gutters on (R) side, spill over was noted during heavy rain. Cleaning and caulking needed as soon as possible. Paint on upper soffit of bump-out is loose due to rain penetration. Scrape and paint after maintenance is needed.

Fold-up changing station - Susan Stith suggested one for the Family Rest Room. Need ADA guidelines.

Action: Mary will check dimensions

New Business:

Susan Stith would like to have an afternoon game/card playing day for adults. This would have to be flexible to accommodate rentals. Informal way for people to get together and each.

Action: Susan will fill out a Community Event form.

COFFEE HOUSE DISCUSSION: Before Frank joined meeting:

Coffee House Celebration - September 30, 2023 from 3:00-11:00

Toby read a note from Frank to the musicians (attached) and making phone calls.

Concerns:

Time was picked without check with BWVC Committee;
Awfully long time 3:00-11:00 p.m.;
Number of people allowed according to Fire Marshall;
Liquor license;
Damage;
Liability;
Enforcement of drinking;
Number of tables and chairs;
Parking;
Sale of tickets - Word Press is set-up for ticket sales;
Door monitoring responsibilities;
I.D. checkers;

Disorderly people handling;
Enforcement people for liquor bracelets;

Suggestions:

Need more communication with Frank and his plans.
Should we have a contract?
We need more information, preferably an itinerary.
Paid bouncers? Very unpopular.
Officers - they won't like it.
Get the Town, i.e. Jeff Politis to talk to Frank as this as it is an Arden property.
Everything needs to be put in writing.
Need to know number of people.
Advance ticket sale - would also help with knowing number of attendees.
Rent a tent for outside?

Action: Mary will create a template after we hear what Frank and Jeff have to say.

Information received/heard from Frank:

He wants to set up two stages: Small in Room 3 and Big stage.
Have it an indoor/outdoor event.

Should he rent a tent to accommodate outdoor attendees? What if he wants chairs? outside? Lots of details needs to be worked out.

Why not have celebration on a Friday because the next Coffee House will be two weeks after this.

Frank is going back to his beginning thoughts to garner popular appear.

Action: Shari and Betty will try to contact Marguerite Archer about this celebration. Is Mary Ruth still in contact with her?

Meeting with Frank present:

He wants to get together with people for the history of The Buzz.

He went to the Arden Archives/Museum and tried to check for the first Coffee House through Arden Pages.

There is no conflict that he saw with the Gild Hall.
He wants to have two stages – Room 3 and big stage.
He would like lots of Arden performers.
Russ McKinney might do an Art Show or a combined Arden Artists' show.

Concerns:

Art Loop sets up the week before (first Friday of the month) and this might interfere.

Liquor License: He would like to get a liquor license for the day. Complicated with requirements and rules. It was suggested that if people are paying a \$20 fee, would they be more likely not to buy liquor? B.Y.O.B. would be more workable.

He wants to make the celebration about the people of Arden.

Sad News – Joe Zablenska wanted to donate a sound system to The Buzz. Unfortunately, he died. It needs to be fixed; Joe's friends will fix and give to The Buzz. Are there any pictures of him on stage? Frank will try to find.

Mostly inside function? Yes

Need to control number of people – Fire Code 400-425 maximum.

Can windows be opened? Depends if A/C is on.

Musicians are donating time.

Room for spontaneity? Yes

Chairs and tables? Yes – perhaps rent high tables which would eliminate need to use Buzz tables and chairs.

Advance ticket sales with a discount for pre-purchase.

Afterward:

Good headway. Outdoor should be discouraged. Alcohol, loud nuisances.

Encourage time limit? Is 3:00 too early to start? Is 3:00 start time or decorating/set-up time.

We need to know how much Buzz staff for event.

Expand rental agreement to cover out butts?

\$20.00 charge – is that too much? How many people willing to pay that amount?

Adjourned 7:20 p.m.

Next Meeting: August 21, 2023 @ 5:00 p.m.

Respectfully submitted,

Shari Phalan

6/19/2023

7.12.23

PPP Sub-committee Meeting at the BWVC: Attendance: Randy Hoopes, Shari Phalan, Pam Cohen, David Jones, Clay and Toby Ridings.

Vendors: Toby reported that all vendor spaces are filled at this time. Total booth space income \$5000.00. Setting our goal for the door at \$3000.00 for a total 1500 guests.

Volunteers: It is our goal to have all volunteers scheduled by July 31st. It was decided that Randy would contact his regulars and put them on the schedule as soon as possible. In the mean time, Pam will contact Jerry Konselman to see if Gerry may have interest in helping us obtain volunteers and work together with Randy to fill the schedule. Shari reported that she received one volunteer via phone from our ad in the Page - Tonya Lazar. She will contact her about afternoon hand stamping or vestibule as a greeter. Clay will seek and secure volunteers for Friday afternoon exterior set-up and wizards.

Shari's anticipates that her regular staging volunteers should be available per usual. Shari and Pam will dress the tables with the table cloths on Thursday.

Umbrella: We discussed shading out the sun at the front door to provide comfort for the greeters. Possible umbrella or sail cloth at the entry. Will confer with Mary for further suggestions.

Raffle: There was much discussion about the raffle. Pros & Cons for doing it again this year. The general consensus was to not do it this year. However, we will consult with Susan Stith for her input. Action: To be determined.

A Concierge area at the front table was discussed as an alternative to the raffle. The volunteer would serve as a BWVC ambassador, greeter, and hand stamp observer. The thought is that the BWVC could self promote with signage, postcards and computer of shuffled images of the space and our long term renters Sudbury and Awakened Heart. Pam will discuss this with Ken Rosenberg. We could possibly run our own raffle for room space.

Table cloths: The table cloths were not cleaned or pressed last year after the fair. Now is the time to do so. Shari will contact Garnet cleaners for estimate. We also discussed having someone from the staff or neighborhood to clean and hang them. Also the wizard costumes need to be pulled out and hung.

Respectfully submitted,
Toby Ridings

