

**Brownsburg Community Association
Board of Directors Meeting
February 19, 2009**

The regular meeting of the Brownsburg Community Association Board was held at 7 p.m. on Thursday, February 19, 2009, in the Asbury Methodist Church. Members present were Dick Barnes, Betty Brown, Don Firebaugh, Richard Kauffman, Dot Martin, Michael Papit, R. W. Swisher, and Mary Helfenberger.

President Dick Barnes called the meeting to order.

Approval of Minutes: The minutes of the January 15, 2009 meetings had been circulated by e-mail prior to the meeting and were approved by the board.

OLD BUSINESS

Financial / Membership Records: Going forward, maintenance of membership records will no longer be performed by the treasurer of the association. Rachel Koeniger has agreed to perform that role. Richard Kauffman, BCA Treasurer, will receive and deposit membership dues, and then forward membership information to Rachel.

Museum Report: Pam Simpson from W&L met with the museum acquisitions committee regarding donations of exhibit displays to the museum.

The museum building and grounds committee has been formed and will meet for the first time within the week.

The museum advisory committee met on February 5 to develop a job description for director of the museum. The job description for Brownsburg Museum Director will be presented to the Museum Advisory Committee for approval at its next meeting. Several names have been submitted for consideration for Director.

NEW BUSINESS

2009 Budget: Richard Kauffman reviewed the association financial report, which is in a new two page format. The first page ("Balance Sheet") displays all assets including outstanding pledges, receivables, and physical assets, and all liabilities. The second page ("Statement of Income vs. Budget") outlines a proposed budget for 2009, and shows cumulative income and expenses year-to-date. In future, the financial report will be distributed via email prior to the board meetings. Michael Papit moved that the 2009 budget be approved. Richard Kauffman seconded the motion, which was then approved by the board.

2009 Brownsburg Directory: The Brownsburg directory was last published in 2007. A new directory will be printed in March, courtesy of Walter Lunsford. Only those who have paid dues or who have made a donation will be included in the directory and will receive the newsletter and other mailings.

Oral Histories: The oral history project has completed 42 interviews; 20 interviews remain to be done. The cost to complete the remaining interviews is \$4400. R. W. Swisher moved that the

expenditure of \$4400 to complete the oral history project be approved. Michael Papit seconded the motion, which was then approved by the board.

Museum Built-in Display / Storage: Michael Papit has drawn plans for construction of a cabinet for storage of small objects in the museum. These plans, which were developed under the direction of the museum advisory committee, were given to three cabinet makers for bidding. Walkers Creek Cabinetry, which submitted the low bid, was selected to build the cabinet. Last year \$10,000 was budgeted for construction of museum displays; a balance of \$9761 of the original budgeted amount is available to be spent. The acquisitions committee requests that \$2400 be spent for construction of the cabinet. This amount does not include paint or electrical work if a decision is made to illuminate the cabinet. Richard Kauffman moved that the expenditure of \$2400 to construct the cabinet be approved. R. W. Swisher seconded the motion, which was then approved by the board.

The museum acquisitions committee is also seeking someone to volunteer to construct several simple display modules. Richard Kauffman will speak to an individual who may be able to do this work.

Projects to Consider for 2009: The board will decide which projects to pursue in its March meeting. Projects under consideration include a community picnic and a Christmas tour of homes. The art fair, which has been discussed, would best be held in the spring time. It is too late to plan such an event for this spring, but the board may consider holding an art fair in the spring of 2010.

OTHER BUSINESS

Newsletter: March 5th is the deadline for submission of ideas and articles for inclusion in the newsletter.

Treasury CD and Museum Endowment: A treasury CD will mature on March 9th; the association should consider whether funds should be withdrawn. Richard Kauffman will contact Jeff Farr from BB&T to discuss setting up an endowment for the museum.

Virginia Calvary Reenactment Group: This group would like to partner with the BCA to hold a reenactment in Brownsburg.

Next BCA Board Meeting: The next meeting will be held at 7:00 p.m. on Thursday, February 19 at Asbury Church. Dick Barnes and Richard Kauffman will present a draft budget at that meeting.

With no further business, the meeting was adjourned.

Respectfully submitted,

Mary Helfenberger
Secretary