

**Brownsburg Community Association  
Board of Directors Meeting  
February 21, 2008**

The regular meeting of the Brownsburg Community Association Board was held at 7 p.m. on Thursday, February 21, 2008, at Asbury United Methodist Church. Members present were Betty Brown, Isabelle Chewning, Bob Driver, Don Firebaugh, Connie Huffman, Richard Kauffman, Rachel Koeniger, Dot Martin, Milton Reid, Joe and Margaret Skovira, and Mary Helfenberger. Dick Barnes, chairman of the Museum Advisory Committee, was also in attendance.

President Milton Reid called the meeting to order.

**Election of Officers:** Brownsburg Community Association officers were elected for 2008. Richard Kauffman nominated Joe Skovira for President; Bob Driver seconded the nomination. Joe Skovira nominated Richard Kauffman for Vice-President; Rachel Koeniger seconded the nomination. Joe Skovira nominated Mary Helfenberger for Secretary; Margaret Skovira seconded the nomination. Mary Helfenberger nominated Margaret Skovira for Treasurer; Bob Driver seconded the nomination. Officers were then unanimously elected. After expressing appreciation for the many contributions of the departing officers, Milton Reid yielded the floor to Joe Skovira.

**Approval of Minutes:** The minutes of the October 18 and November 15, 2007 meetings had been circulated by e-mail prior to the meeting and were approved with no objection.

**Treasurer's Report:** The treasurer's report, which had also been circulated by e-mail, was reviewed by the board, and was approved with the understanding that there will be further discussion of the 2008 budget at the next board meeting. Isabelle expressed thanks to Richard, who performed an audit of 2007 records and confirmed account balances as of December 31, 2007.

**Museum Advisory Committee:** Dick Barnes reported that the security system is complete and awaiting inspection and test. Insulation, dry wall and HVAC will begin following the inspection and test of the security system. Dick requested approval of the remaining items, which are documented in the 2008 budget. Construction (except painting) is targeted to be complete by April 15. When the Museum Advisory Committee met last month, gifts of materials required to complete construction were requested. Following the meeting, Sherwin Williams donated the paint needed to complete the project. Alice Ireland and Katherine March volunteered to paint the interior. The museum is expected to open in mid-October after completion of painting and acquisitions. Bob Driver moved that the museum budget be approved, Margaret Skovira seconded the motion, and the membership voted to approve the museum budget.

Dick Barnes reported that an anonymous donor has offered to match new contributions of \$1,000 or more, up to a total of \$25,000. The museum endowment will be fully funded if new donations of \$25,000 are made and matched.

There will be a museum tour and reception for donors in May. There will be a similar event for Rockbridge professionals in May.

In response to an inquiry from Joe, Dick responded that the Museum Advisory Committee will look into potential donations from corporate sponsors.

**Cookbooks:** Two hundred additional cookbooks have been ordered, for a total of 1200 cookbooks ordered so far. A number of the cookbooks that are on order have already been spoken for. Betty Brown offered the church basement for storage of nine cases of cookbooks, which were to be delivered on the day following the board meeting. Rachel reported that she had entered the cookbook in a contest conducted by the publishing company.

**Beautification:** No report.

**Publicity:** Rachel is preparing to send out the first of three newsletters to be sent out this year. Milton reminded everyone that there are great pictures of the picnic on the website.

**Special Events:** No report.

**Membership Committee:** Connie stated that her priorities are to address why some of the long-standing Brownsburg residents are not members of the organization, and to seek out business memberships. Joe stated that the board will focus on the future direction for the community association now that the museum is almost finished. A goal will be to get more people, especially long-standing residents, involved in the association. The agenda for next month's meeting will center around defining objectives for the year and staffing committees to meet the objectives.

**Thank You Note from Asbury Church Members:** Isabelle reported that she had received a note thanking the association for its donation to the church window fund.

## **NEW BUSINESS**

**Scenic Virginia Membership:** BCA has received a request to renew its membership in Scenic Virginia. The board will consider the request at its next meeting.

**Rockbridge Historical Society Meeting:** Margaret announced that Ken Koons will speak on the social history of Rockbridge County at its winter dinner meeting at Old Providence Church on March 31. BCA members who are interested in attending the meeting should let Margaret know, and she will have the mailing sent to them.

**Next BCA Board Meeting:** The next meeting will be held at 7:00 p.m. on Thursday, March 20 at Asbury Church.

With no further business, the meeting was adjourned.

Respectfully submitted,

Mary Helfenberger  
Secretary

**Brownsburg Community Association  
CY 2007 End of Year Reports  
December 31, 2007**

Checking Account Balance as of 12/31/2007		\$45,370.77
BCA Portion	\$3,035.88	
Museum Portion	\$42,334.89	
Invested Museum Funds:		
BB&T CD (Invested at 4.8% APY, matures 5-22-2008)		5,000.00
Community Bank CD (Invested at 4.85% APY, matures 8-21-2008)		5,000.00
Bank of Botetourt CD (Invested at 4.65% APY, matures 11-22-2008)		5,000.00
Community Bank CD (invested at 4.5% APY, matures 4-22-2009)		5,000.00
TOTAL ASSETS		\$65,370.77

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**Summary of Checking Account Activity Since November 14, 2007**

Beginning Balance		\$45,499.94
Income:		
2008 dues paid in 2007		10.00
Museum Donations and Pledge Payments		\$5,940.00
Cookbook Sales (including postage and "keep the change")		<u>3,644.00</u>
Total Income		\$9,594.00
Expenses:		
#749 Gary Brown for flag lowering		15.00
#750 Tom Jordan for flag lowering		15.00
#751 Virginia Association of Museums dues		40.00
#752 Donelle Bowman for Fundraising Committee thermometer		85.00
#753 Kenny Porterfield – Museum mowing Aug-Sep		30.00
#754 Postmaster – Cookbook mailings		5.96
#756 Walter Simons – Museum labor and materials		7,100.00
#757 VA Department of Taxation – November Cookbook sales tax		93.71
#758 Asbury UMC to cover costs for hosting Board meetings		150.00
#759 Postmaster – stamps for Treasurer		41.00
Bank card charges – Production Transcripts		<u>2,147.50</u>
Total Expenses		\$9,723.17
Ending Balance		\$45,370.77

**Brownsburg Community Association  
CY 2007 Status of Funds  
As of December 31, 2007**

<u>Income and Carryover</u>	CY 2007	CY 2007
<u>Actual</u>	<u>Proposed</u>	
2006 Carryover	\$18,865.76	\$18,865.76
2007 Association Membership Dues (paid in 2007)	\$900.00	1,065.00
2008 Association Membership Dues (paid in 2007)	.00	50.00
Other donations	.00	201.00
Asbury Window Fund donations for BCA Match	<u>.00</u>	<u>102.22</u>
Total Available Funding	\$19,765.76	\$20,283.98
<u>Expenses</u>		
Printing, Mailing, and Post Office Box Rental	\$900.00	\$531.64
Annual Meeting Costs (includes notice mailing)	100.00	33.02
Donations (Scenic Virginia, Asbury UMC)	200.00	200.00
Museum Donation	15,000.00	15,000.00
Beautification Committee Expenses (Including flags)	500.00	192.61
Special Events Committee Expenses	500.00	803.61
Website	75.00	75.00
State Corporation Commission Fee	25.00	25.00
SCC Fees for Filing By-Laws Amendments	30.00	30.00
BCA Match for Asbury Window Fund donations	250.00	352.22
Bank Charges	<u>.00</u>	<u>5.00</u>
Total Expenses	\$17,580.00	\$17,248.10
<u>Balance</u>	\$2,185.76	\$3,035.88

**Brownsburg Community Association**  
**Museum Project Status of Funds as of December 31, 2007**

<u>Income and Carryover</u>	CY 2007	CY 2007
<u>Actual</u>		<u>Proposed</u>
Carryover from CY 2006	\$6,215.32	\$6,215.32
CY 2007 Museum Donations	52,370.00	71,636.46
BCA 2007 Pledge	15,000.00	15,000.00
Cookbook Fundraiser Sales (300 @ \$15 each)	4,500.00	15,209.80
VFH Grant (Oral History Project)	10,600.00	2,500.00
Ferguson Recital	<u>.00</u>	<u>9,615.00</u>
Total Funding Available	\$88,685.32	\$120,176.58
 <u>Estimated Expenses</u>		
Rent	10.00	10.00
Insurance	894.00	894.00
Water	180.00	180.00
Mowing	.00	150.00
Dominion Power	300.00	83.11
Virginia Association of Museums Membership	40.00	40.00
Cookbook Fundraising Project Expenses (400@ \$5 each)	2,000.00	8,858.95
Acquisitions	.00	410.04
Fundraising Expenses including Ferguson Recital	.00	6,767.95
Oral History Project	19,250.00	3,414.18
Construction Expenses:		
Foundation Rock Work	1,650.00	1,650.00
Remove Remaining Interior Plaster	215.50	215.50
Framing: Windows, Porch, Corners	4,000.00	3,964.13
Roof Repairs	2,500.00	440.62
Front Porch	6,000.00	4,961.05
Window Replacements (4)	2,500.00	2,385.77
Electrical: Wiring	3,500.00	3,409.20
Underground Electrical Service	500.00	.00
Insulation	3,200.00	.00
Deck and Steps on Back	3,500.00	4,225.00
HVAC	5,000.00	3,953.75
Exterior: Siding	6,000.00	3,762.56
Soffett and Trim	800.00	96.39
Dry Wall	5,400.00	.00
Plumbing: Restroom (donated – Hemp)	.00	.00
Drain Field	5,000.00	3,000.00
Basement Concrete and Door	1,200.00	.00
Handicapped Ramp	2,000.00	.00
Back Door	600.00	560.90
Flooring: New Flooring for Addition	1,000.00	.00
Upstairs Floor Treatment	1,000.00	.00
Sanding Floors	2,000.00	.00
Painting (volunteers with donated paint)	<u>.00</u>	<u>4,408.59</u>
Total Estimated Expenses	\$80,239.50	\$57,841.69
 <u>Balance</u>	 \$8,445.82	 \$62,334.89

**BCA Treasurer's Report  
February 20, 2008**

Checking Account Balance as of 2/20/2008		\$46,168.23
BCA Portion	\$3,027.51	
Museum Portion	\$43,140.72	
Invested Museum Funds:		
BB&T CD (Invested at 4.8% APY, matures 5-22-2008)		5,000.00
Community Bank CD (Invested at 4.85% APY, matures 8-21-2008)		5,000.00
Bank of Botetourt CD (Invested at 4.65% APY, matures 11-22-2008)		5,000.00
Community Bank CD (invested at 4.5% APY, matures 4-22-2009)		5,000.00
TOTAL ASSETS		\$65,370.77

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**Summary of Checking Account Activity Since January 1, 2008**

Beginning Balance		\$45,370.77
Income:		
Museum Donations and Pledge Payments		\$2,175.00
Cookbook Sales (including postage and "keep the change")		<u>873.20</u>
Total Income		\$3,048.20
Expenses:		
#760 VA Department of Taxation – December Cookbook sales tax		82.56
Bank Card – Production Transcripts		254.00
#761 Postmaster (cookbook mailing)		5.96
#762 Dominion Power		11.67
Bank Card – Production Transcripts		164.00
Bank Card – Production Transcripts		120.00
#763 Postmaster (cookbook re-order and award nomination)		10.98
Bank Card – Production Transcripts		456.00
Bank Card – Production Transcripts		200.00
#764 Milton Reid (storage box for sign Christmas decorations)		8.37
Bank Card – Production Transcripts		146.00
#765 Dominion Power		13.76
#766 BB&T Barger Insurance		447.00
Bank Card – Production Transcripts		294.00
#767 VA Department of Taxation – January Cookbook sales tax		<u>36.44</u>
Total Expenses		\$2,250.74
Ending Balance		\$46,168.23

**Brownsburg Community Association  
CY 2008 Status of Funds  
As of February 20, 2008**

<u>Income</u>	CY 2008	CY 2008
<u>Actual</u>	<u>Proposed</u>	
Carryover from Prior Year	\$3,035.88	\$3,035.88
Association Membership Dues	\$1,000.00	.00
Fundraising Activity (after expenses)	5,000.00	.00
Miscellaneous Donations	<u>200.00</u>	<u>.00</u>
Total Income	\$9,235.88	\$3,035.88
<u>Expenses</u>		
Printing, Mailing, and Post Office Box Rental	\$600.00	.00
Annual Meeting Costs (includes notice mailing)	100.00	.00
Donations (Scenic Virginia, Asbury UMC)	200.00	.00
Beautification Committee Expenses	500.00	8.37
Special Events Committee Expenses	1,500.00	.00
Website	75.00	.00
State Corporation Commission Fee	25.00	.00
BCA Match for Asbury Window Fund donations	<u>250.00</u>	<u>.00</u>
Total Expenses	\$3,250.00	\$8.37
<u>Balance</u>	\$5,985.88	\$3,027.51

**Brownsburg Community Association**  
**Museum Project Status of Funds**  
**As of February 20, 2008**

<u>Income and Carryover</u>	CY 2008	CY 2008
<u>Actual</u>	<u>Proposed</u>	
Carryover from Prior Year	\$62,334.89	\$62,334.89
CY Donations Received To Date	2,175.00	2,175.00
CY 2007-2008 Outstanding Pledges	10,010.00	.00
Cookbook Sales	3,200.00	873.20
Interest on CDs	600.00	.00
Estimated Additional Donations (to reach \$225,000 goal)	50,000.00	.00
VFH Grant (Oral History Project)	<u>2,500.00</u>	<u>.00</u>
	\$130,819.89	\$65,383.09
<u>Estimated Expenses</u>		
Rent	10.00	.00
Insurance	894.00	447.00
Dominion Power	200.00	25.43
Security System – Monthly Monitoring Fee	200.00	.00
Water	180.00	.00
Mowing	150.00	.00
Virginia Association of Museums Membership	40.00	.00
Cookbook Expenses	2,000.00	135.94
Construction to be Completed in 2008:		
HVAC	1,000.00	.00
Security System	1,226.00	.00
Underground Electrical Service	500.00	.00
Basement Concrete and Door	1,200.00	.00
Insulation	3,200.00	.00
Dry Wall	5,400.00	.00
Flooring: Sanding Floors Downstairs	2,000.00	.00
New Flooring for Addition	1,000.00	.00
Upstairs Floor Treatment	1,000.00	.00
Handicap Ramp	2,000.00	.00
Painting (volunteers with donated paint)	.00	.00
Plumbing (donated – Alan Hemp)	.00	.00
Interior Lighting and Furnishings	25,000.00	.00
Oral History Project	12,500.00	1,634.00
Acquisitions	10,000.00	.00
Endowment	<u>50,000.00</u>	<u>.00</u>
	\$119,700.00	\$2,242.37
<u>Balance</u>	\$11,119.89	\$63,140.72

**Brownsburg Community Association  
Proposed CY 2008 Budget**

<u>Income</u> <u>Estimate</u>	CY 2007 <u>Actual</u>	CY 2008
Carryover from Prior Year	\$18,865.76	\$3,035.88
Association Membership Dues	\$1,065.00	1,000.00
Prepaid Membership Dues (for 2008)	50.00	.00
Fundraising Activity (after expenses)	.00	5,000.00
Miscellaneous Donations	<u>201.00</u>	<u>200.00</u>
Total Income	\$20,181.76	\$9,235.88
<u>Expenses</u>		
Printing, Mailing, and Post Office Box Rental	\$531.64	\$600.00
Annual Meeting Costs (includes notice mailing)	33.02	100.00
Donations (Scenic Virginia, Asbury UMC)	200.00	200.00
Museum Donation	15,000.00	.00
Beautification Committee Expenses	192.61	500.00
Special Events Committee Expenses	803.61	1,500.00
Website	75.00	75.00
State Corporation Commission Fee	25.00	25.00
SCC Fees for By-Laws Amendments Filing Fees	30.00	.00
BCA Match for Asbury Window Fund donations	250.00	250.00
Bank Charges	<u>5.00</u>	<u>.00</u>
Total Expenses	\$17,145.88	\$3,250.00
<u>Estimated Carryover to CY 2009</u>		\$5,985.88

**Brownsburg Community Association  
Museum Project  
Proposed CY 2008 Budget**

<u>Estimated Income</u>	CY 2007 <u>Actual</u>	CY 2008 <u>Estimate</u>
Carryover from Prior Year	\$6,215.32	\$62,334.89
CY Donations Received To Date	71,636.46	2,175.00
CY 2008 Pledges	.00	10,010.00
BCA Pledge	15,000.00	.00
Cookbook Sales	15,209.80	3,200.00
Interest on CDs	.00	600.00
Estimated Additional Donations (to reach \$225,000 goal)	.00	50,000.00
Ferguson Recital (after expenses)	2,847.05	.00
VFH Grant (Oral History Project)	<u>2,500.00</u>	<u>2,500.00</u>
	\$113,408.63	\$130,819.89
<u>Estimated Expenses</u>		
Rent	10.00	10.00
Insurance	894.00	894.00
Dominion Power	83.11	200.00
Security System – Monthly Monitoring Fee	.00	200.00
Water	180.00	180.00
Mowing	150.00	150.00
Virginia Association of Museums Membership	40.00	40.00
Cookbook Expenses	8,858.95	2,000.00
Construction Expenses Items Completed in 2007:	28,671.12	.00
Construction to be Completed in 2008:		
HVAC	3,953.75	1,000.00
Security System	.00	1,226.00
Underground Electrical Service	.00	500.00
Basement Concrete and Door	.00	1,200.00
Insulation	.00	3,200.00
Dry Wall	.00	5,400.00
Flooring: Sanding Floors Downstairs	.00	2,000.00
New Flooring for Addition	.00	1,000.00
Upstairs Floor Treatment	.00	1,000.00
Handicap Ramp	.00	2,000.00
Painting (volunteers with donated paint)	4,408.59	.00
Plumbing (donated – Alan Hemp)	.00	.00
Interior Lighting and Furnishings	.00	25,000.00
Oral History Project	3,414.18	12,500.00
Acquisitions	410.04	10,000.00
Endowment	<u>.00</u>	<u>50,000.00</u>
	\$51,073.74	\$119,700.00
<u>Estimated Carryover to CY 2009</u>		\$11,119.89

**Richard L. Kauffman  
P.O. Box 72  
Brownsburg, Virginia 24415**

**January 17, 2008**

**Brownsburg Community Association  
P.O. Box 82  
Brownsburg, Virginia 24415**

**Board of Directors and Members:**

**I have completed my audit of the financial records of the Brownsburg Community Association for the year ended December 31, 2007.**

**My audit was conducted, using generally accepted auditing procedures and included such tests of the financial records to determine their fair presentation.**

**Based upon my audit, the financial records do reflect the true and accurate recording of all financial transactions, on the cash basis, of the Brownsburg Community Association for the year ended December 31, 2007.**

**Richard L. Kauffman, Auditor**

**BROWNSBURG COMMUNITY ASSOCIATION**

**Proof of Cash and Bank Reconciliation**

**For the Year Ended December 31, 2007**

	<b>12/31/06</b>	<b>Deposits/ Credits</b>	<b>Checks/ Bank Card</b>	<b>12/31/07</b>
<b>Per Bank Statement</b>	<b>\$ 19,459.70</b>	<b>\$ 106,520.61</b>	<b>\$ 80,568.54</b>	<b>\$ 45,411.77</b>
<b>Deposits in Transit</b>	<b>5,771.38</b>	<b>(5,771.38)</b>		
		<b>1,775.00</b>		<b>1,775.00</b>
<b>Checks Outstanding</b>	<b>(150.00)</b>		<b>(150.00)</b>	
			<b>41.00</b>	<b>(41.00)</b>
<b>Per Books</b>	<b>\$ 25,081.08</b>	<b>\$ 102,524.23</b>	<b>\$ 80,459.54</b>	<b>\$ 47,145.77</b>

**BANK STATEMENT RECONCILIATION**

**December 31, 2007**

<b>Per Bank Statement</b>		<b>\$ 45,411.77</b>
<b>Deposit in Transit</b>		<b>1,775.00</b>
<b>Checks Outstanding</b>	<b>12/31/07 # 759 Postmaster</b>	<b>(41.00)</b>
<b>Reconciled Balance December 31, 2007</b>		<b>\$ 47,145.77</b>

