

**Brownsburg Community Association**  
**Board of Directors Meeting**  
**April 17, 2008**

The regular meeting of the Brownsburg Community Association Board was held at 7 p.m. on Thursday, April 17, 2008, at Asbury United Methodist Church. Members present were Betty Brown, Dick Barnes, Bob Driver, Don Firebaugh, Richard Kauffman, Dot Martin, Joe Skovira, Margaret Skovira, and Mary Helfenberger.

President Joe Skovira called the meeting to order.

**Approval of Minutes:** The minutes of the March 21, 2008 meeting had been circulated by e-mail prior to the meeting. Richard Kauffman moved that the minutes be approved, Bob Driver seconded the motion, and the board voted to approve the minutes.

**Treasurer's Report:** The treasurer's report, which was circulated by e-mail prior to the meeting, was accepted by the board.

**Museum Advisory Committee:** A reception will be held at the museum on Sunday, April 20 from 2 – 5 p.m. Individuals who do business in this end of the county have been invited to the reception, which will be hosted by the museum fundraising committee.

Drywall has just been completed. Volunteers are being sought for interior painting, which is the next step in the renovation process. Flooring for the new wing will be ordered next week.

The museum acquisitions committee has identified needs for future committees including docents and building and grounds. It is too soon to identify docents, but the Loquets are ready to begin landscaping and Betsy Reid, who is on the beautification committee, will head up buildings and grounds.

The acquisitions committee is currently identifying items that will need to be insured. Two estimates on insurance coverage have been received. The insurance company is willing to issue coverage in \$10,000 increments as acquisitions are completed.

The acquisitions committee has requested that 500 notecards be printed. The notecards, which will be decorated with the pen and ink street scene from the cookbook, will be used to make initial contact with individuals who may have something to donate or loan to the museum. Two hundred of the notecards will be packaged for sale at the yarn shop and at Kelly's boutique. Compton Printing quoted \$127, which was the low bid. Bob Driver moved that the board approve the expenditure of \$127 to print 500 notecards. Richard Kauffman seconded the motion, which was then approved by the board.

To clarify the article in the newsletter, any gift to the museum will be matched, up to \$25,000.

**Cookbooks:** At least 1079 cookbooks have been sold, and 170 are on hand.

**Beautification:** The area around the Sterrett Road sign has been seeded. Betsy Reid may want to purchase some fall bulbs and other items. Funds have been budgeted for these purposes. The committee would welcome suggestions for beautification of the community.

**Publicity:** There have been recent updates on the website.

**Special Events:** No report.

**Membership Committee:** Waiting for response to membership forms that went out in the recent newsletter.

## **OLD BUSINESS**

**Association Budget for 2008:** It has been determined that the \$500 budgeted for beautification in 2008 was not based on existing plans, but will be spent as needed throughout the year. At the March meeting the board agreed to reduce the amount to be raised by fundraising this year from \$5000 to \$2000. This reduction will allow the association to carry over into 2009 an amount equal to the amount carried into 2008. Margaret Skovira moved that the board approve the budget as proposed with the exception that the amount planned for fundraising be reduced to \$2000. Dot Martin seconded the motion, which was then approved by the board.

**Scenic Virginia:** Late last year the association received a request for a year-end donation to Scenic Virginia. When Margaret Skovira reviewed last year's records, she found that \$50 was paid to Scenic Virginia in April, 2007. Margaret will confirm that the amount paid was for membership. Joe suggested that BCA not make any further payments to Scenic Virginia at this time.

**Newsletter:** Rachel Koeniger has suggested that the newsletter be published three times a year – in January to introduce new board members, in late June to announce the community picnic, and in late September to announce the museum opening. The cost will be \$129 for postage (assuming we do not pay for printing). Contributors to the newsletter should submit articles by June 1<sup>st</sup>. Joe Skovira will contact Rachel to clarify the process for submitting newsletter articles.

## **NEW BUSINESS**

**Disposition of Maturing CD:** The association owns a \$5000 CD that will mature on May 22<sup>nd</sup>. The association must decide whether or not to reinvest the funds within 10 days of the maturity date. Margaret, who suggested that funds be reinvested unless the cash is needed for museum renovation, will research investment terms before the next board meeting.

**Association Objectives for 2008:** Association objectives include retaining current membership while increasing membership, especially business memberships. It was suggested that we encourage business memberships by putting small ads in the newsletters, listing vendors in the BCA directory and on the website, or by featuring articles about local businesses in the newsletter. Connie will draft a letter to be sent to businesses to explain what the association can offer them. Connie will work with the publicity committee, which will define the options for featuring local businesses in the newsletter and on the website. The board will review the letter and options at the May board meeting.

**Next BCA Board Meeting:** The next meeting will be held at 7:00 p.m. on Thursday, May 15th at Asbury Church.

With no further business, the meeting was adjourned.

Respectfully submitted,

Mary Helfenberger  
Secretary

**BCA Treasurer's Report  
April 13, 2008**

|  |              |            |
|--|--------------|------------|
| Checking Account Balance as of 4/13/2008                         |              | \$52292.60 |
| BCA Portion  | \$2840.42    |            |
| Museum Portion   | \$49452.18   |            |
| 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)     |              | 5,046.30   |
| 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)      |              | 5,043.09   |
|  | TOTAL ASSETS | \$72381.99 |

**CY 2008 Status of Funds  
As of April 13, 2008**

| <u>Income</u>                                  | <u>CY 2008<br/>Proposed</u> | <u>CY 2008<br/>Actual</u> |
|--|-----------------------------|---------------------------|
| Carryover from Prior Year                      | \$3,035.88                  | \$3,035.88                |
| Association Membership Dues                    | \$1,000.00                  | 15.00                     |
| Fundraising Activity (after expenses)          | 5,000.00                    | .00                       |
| Miscellaneous Donations                        | <u>200.00</u>               | <u>.00</u>                |
| Total Income                                   | \$9,235.88                  | \$3,050.88                |
| <br><u>Expenses</u>                            |                             |                           |
| Printing, Mailing, and Post Office Box Rental  | \$600.00                    | 150.14                    |
| 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                    | 51.95                     |
| 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                  | \$210.46                  |
| <br><u>Balance</u>                             | <br>\$5,985.88              | <br>\$2840.42             |

Brownsburg Community Association Museum Project  
Cash Flow 1/1/2008 through 4/12/2008 with Brownsburg Museum Budget

| Category Description           | Actual           | 2008 Budget      | % of Budget    | Comment                                   |
|--------------------------------|------------------|------------------|----------------|---|
| <b>Starting Balance</b>        | \$62,334.89      | \$62,334.89      | <b>100.00%</b> |   |
| <b>INCOME</b>                  |                  |                  |                |   |
| <b>Donations</b>               | 16,153.18        |                  | 25.98%         |   |
| New donations                  | 5,293.18         | 50,000           |                | \$2500 received, \$1000 pledged for match |
| Payments on pledges            | 10,850.00        | 12,185           |                |   |
| Cookbook "keep the change"     | 10.00            |                  |                |   |
| <b>Interest Inc</b>            | 89.39            | 600              |                |   |
| <b>Cookbooks</b>               | 1,726.40         | 3,200            | 53.95%         | includes postage & sales tax              |
| <b>VFH Grant</b>               | 0.00             | 2,500            |                | oral history transcripts                  |
| <b>TOTAL INCOME</b>            | <b>17,968.97</b> | <b>68,485</b>    | <b>26.24%</b>  |   |
| <b>EXPENSES</b>                |                  |                  |                |   |
| <b>Acquisitions</b>            | 0.00             | 10,000           |                |   |
| <b>Construction</b>            |                  |                  |                |   |
| Basement                       | 0.00             | 1,200            |                |   |
| Drywall                        | 0.00             | 5,400            |                |   |
| Flooring                       | 0.00             | 4,000            |                |   |
| Handicap ramp                  | 2,314.40         | 2,000            | 115.72%        |   |
| HVAC                           | 0.00             | 1,000            |                |   |
| Insulation                     | 2,592.00         | 3,200            | 81.00%         |   |
| Interior Lighting & Furn       | 0.00             | 25,000           |                |   |
| Security System                | 518.00           | 1,226            | 42.25%         |   |
| Underground Electrical         | 0.00             | 500              |                |   |
| Other Construction             | 0.00             | 0                |                |   |
| TOTAL Construction             | 5,424.40         | 43,526           | 12.46%         |   |
| <b>Cookbook Exp</b>            | 2,478.66         | 2,000            | 123.93%        | \$2085 purchase 200+ cookbooks            |
| <b>Insurance</b>               | 447.00           | 894              | 50.00%         |   |
| <b>Memberships</b>             | 0.00             | 40               |                |   |
| <b>Mowing</b>                  | 0.00             | 150              |                |   |
| <b>Oral History</b>            | 2,314.00         | 12,500           |                |   |
| <b>Rent</b>                    | 0.00             | 10               |                |   |
| <b>Utilities</b>               |                  |                  |                |   |
| Alarm System                   | 0.00             | 200              |                |   |
| Gas & Electric                 | 53.23            | 200              |                |   |
| Water                          | 45.00            | 180              |                |   |
| Other Utilities                | 0.00             | 0                |                |   |
| TOTAL Utilities                | 98.23            | 580              | 16.94%         |   |
| <b>TOTAL EXPENSES</b>          | <b>10,762.29</b> | <b>69,700.00</b> | <b>15.44%</b>  |   |
| <b>Net of Income - Expense</b> | <b>7,206.68</b>  | <b>-1,215.00</b> |                |   |

**Carry Over to 2009**  
prepared 4/13/2008

**69,541.57    61,119.89**

includes \$50,000 for endowment