

Brownsburg Community Association
Board of Directors Meeting
May 15, 2008

The regular meeting of the Brownsburg Community Association Board was held at 7 p.m. on Thursday, May 15, 2008, at Asbury United Methodist Church. Members present were Betty Brown, Dick Barnes, Bob Driver, Richard Kauffman, Joe Skovira, Margaret Skovira, and Mary Helfenberger.

President Joe Skovira called the meeting to order.

Approval of Minutes: The minutes of the April 17, 2008 meeting had been circulated by e-mail prior to the meeting. The board voted to approve the minutes.

Treasurer's Report: The treasurer's report, which had been circulated by e-mail prior to the meeting, was accepted by the board. The treasurer noted that a donation had been received in honor of Isabelle Chewing, an excellent interviewer.

Museum Advisory Committee: Interior painting has been completed, except for the trim, at a cost of \$4400 over budget. The cost overrun resulted from the need to purchase 14 gallons of paint in addition to the 15 gallons that were donated, and also because volunteers were not available to do the painting. These additional costs will be offset by savings in other areas. New pine flooring is scheduled to be installed in the addition next week. The intention is to clean and wax (rather than sand and refinish) the existing flooring and stairway. After the interior is finished and final inspection has been completed, the acquisitions committee will begin installation of the displays

Since April 1, \$18,000 in cash donations and pledges have been received. The balance remaining in the matching grant, which will expire on at the end of May, is \$7,000. BB&T is expected to make a donation, and other verbal commitments have been received. If the full \$25,000 of the matching grant is received, the goal of raising \$225,000 (including a \$75,000 endowment) will have been achieved.

Beautification: No report has been received, and no funding has been requested.

Publicity: The primary responsibility of the chair of the publicity committee is to coordinate newsletter and website publications with Rachel and Sascha. Margaret Skovira is now Treasurer in addition to being the chair of the publicity committee. Joe asked if any board member would be willing to assume responsibility for the publicity committee. Betty Brown stated that she might be available after August.

Special Events: No report.

Membership Committee: Connie Huffman circulated a draft letter to be sent to local businesses. The letter describes potential benefits of business memberships in the BCA. Potential benefits include:

- Profiles of one or two businesses in each newsletter
- Listing of business and professionals in the Brownsburg directory and on the website
- Display of business cards in a shadowbox which would be hung in the post office or museum

Next steps are:

- Check with Rachel and Sascha about impacts to newsletter, website and directory
- Explore costs of shadowbox and feasibility of placing it in the post office or museum
- Finalize letter after circulating the draft to the board for comments
- Connie, Dot and Betty will develop a list of local businesses by the next BCA board meeting in June
- The letters will be printed on BCA letterhead, signed by Joe, and mailed to the first ten businesses on the list
- Follow up by phone or in person after mailing the letters
- Evaluate the response to the letter

OLD BUSINESS

Newsletter: Articles for the next newsletter which will be published at the end of June are due by June 1st. Articles on business memberships (possibly including profiles of local businesses) and the community picnic will be in the next newsletter. Joe will ask Rachel whether she will write the articles based on information provided to her or whether she would prefer to receive completed articles.

Scenic Virginia: The BCA has received the spring 2008 publication of the organization. Scenic Virginia is “a statewide private, non-profit organization dedicated to the preservation, protection and enhancement of the Commonwealth’s scenic beauty and community character, with a special focus on the preservation of significant viewsheds”. The BCA is listed in the publication as a donor to Scenic Virginia in 2007. Margaret suggested that we defer the decision on whether or not to make a donation to the organization in 2008 until we see how the fundraising goes. She will also find out whether Scenic Virginia made a donation to the BCA in 2007.

Civil War Marker: Bob has submitted a sign identifying Brownsburg as a Civil War location to the Civil War Trails organization for their review.

Disposition of Maturing CD: The association owns a \$5000 CD that will mature on May 22nd. Margaret recommended that the funds be reinvested since the association has no immediate need for the cash, and since another CD will mature in August. She will look at local banks for the best short term rates.

NEW BUSINESS

Fundraising and Community Events: A meeting was held at the Skovira’s home on Monday, May 12th to discuss 2008 fundraising. During that meeting several fundraising activities were identified for consideration.

An arts and crafts fair may be held, possibly in the fall. Possible locations (space between the Drivers and the post office, and space between Ag Patterson’s house and the Whipple’s house) have been identified. Holding an arts and crafts fair would require coming up with a catchy name; assigning spots; providing food, entertainment and parking; and determining whether vendors would be required to provide all of their display materials. Joe will ask Marsha Jones to look at the possibility of holding such a fair, and to join the board at its next meeting to discuss feasibility.

Packets of homemade cookies may be sold at the farmers market at Orchardside Farm on Saturdays throughout the summer. Mary will follow up with Joy Evans to find out whether this is OK.

A contest may be held to elect a mayor of Brownsburg. The mayor would have the privilege of lighting the community Christmas tree.

A community picnic will be held in August at Richard and Betsy Anderson's home. Mary will follow up with the Andersons to select a date.

Next BCA Board Meeting: The next meeting will be held at 7:00 p.m. on Thursday, June 19th at Asbury Church.

With no further business, the meeting was adjourned.

Respectfully submitted,

Mary Helfenberger
Secretary

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

Checking Account Balance as of 4/13/2008		\$56093.36
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	\$76182.75

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

<u>Income</u>	<u>CY 2008 Approved Budget</u>	<u>CY 2008 Actual</u>
Carryover from Prior Year	\$3,035.88	\$3,035.88
Association Membership Dues	\$1,000.00	430.00
Fundraising Activity (after expenses)	2,000.00	.00
Miscellaneous Donations	<u>200.00</u>	<u>40.00</u>
Total Income	\$6,235.88	\$3,505.88
 <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
 <u>Balance</u>	 \$2,985.88	 \$3295.42

Brownsburg Community Association Museum Project
Cash Flow 1/1/2008 through 5/13/2008 with Brownsburg Museum Budget

Category Description	Actual	2008 Budget	% of Budget	Comment
Starting Balance	\$62,334.89	\$62,334.89	100.00%	
INCOME				
Donations	24,647.18		40%	
New donations	9123.18	50,000		\$6330 received, \$9000 pledged for match
Payments on pledges	15500.00	12,185		
Cookbook "keep the change"	24.00			
Interest Inc	89.39	600		
Cookbooks	2,382.40	3,200	74%	includes postage & sales tax
VFH Grant	0.00	2,500		oral history transcripts
TOTAL INCOME	27134.97	68,485	26.24%	
EXPENSES				
Acquisitions	0.00	10,000		
Construction				
Basement	0.00	1,200		
Drywall	5,533.00	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		
Painting	42.03	0		
Security System	518.00	1,226	42.25%	
Underground Electrical	0.00	500		
Other Construction	0.00	0		
TOTAL Construction	10,999.43	43,526	25%	
Cookbook Exp	2511.39	2,000		\$2085 purchase 200+ cookbooks
Insurance	447.00	894	50.00%	
Memberships	0.00	40		
Mowing	0.00	150		
Oral History	2,314.00	12,500		
Rent	0.00	10		
Utilities				
Alarm System	0.00	200		
Gas & Electric	67.37	200		
Water	45.00	180		
Other Utilities	0.00	0		
TOTAL Utilities	112.37	580	16.94%	
Other Expense	198.34	0		
TOTAL EXPENSES	16,582.53	69,700.00	24%	

Net of Income - Expense	10552.44	-1,215.00
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Carry Over to 2009 prepared 5/13/2008	72887.33	61,119.89
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includes \$50,000 for endowment