

**Brownsburg Community Association
Board of Directors Meeting
May 17, 2007**

The regular meeting of the Brownsburg Community Association Board was held at 7 p.m. on Thursday, May 17, 2007, at Asbury United Methodist Church. Members present were Isabelle Chewning, Bob Driver, Connie Huffman, Milton Reid, Joe and Margaret Skovira, and Rachel Koeniger. Also in attendance was Dick Barnes, Chairman of the Museum Advisory Committee.

President Milton Reid called the meeting to order.

Approval of Minutes: The minutes of the April 19 meeting had been circulated by e-mail prior to the meeting and were approved by common consent.

Treasurer's Report: Isabelle Chewning reviewed the Treasurer's Report (a copy is included on page 3 of these minutes). The report was approved by common consent. Isabelle also reported that the BCA's federal income tax return had been filed; she will check to see if the Board is also required to file a state income tax return.

Museum Advisory Committee: Dick Barnes reported that it had been a good month for museum donations. The Fundraising Committee will meet soon to finalize plans for raising the final \$150,000 before proceeding to the endowment phase.

Isabelle reported that the grant proposal to the Virginia Foundation for the Humanities had been submitted. Announcement of grant recipients will be made after the first of June.

Rachel Koeniger reported that 550 recipes had been contributed to the cookbook as well as orders for over 200 books. She also showed a sample of the proposed cookbook.

Dick reported that the Will Ferguson recital will be Sunday, October 7, at the Wilson Concert Hall at Washington and Lee.

On behalf of the MAC, Dick requested a disbursement of \$7,050 to pay for the purchase and installation of heating and air conditioning, windows, and back door at the museum. The request was approved by common consent.

Isabelle reported that Bruce Patterson had conducted an oral history interview with Bud Martin. She also reminded the Board that if the VHF grant request is approved, the BCA must provide matching funds.

Beautification: Milton reported that he and Betsy continue to work on the preparation of the site and the plantings around the Brownsburg sign on Sterrett Road.

Publicity: Margaret Skovira agreed to research the viability of a WiFi hotspot for Brownsburg. This would enable area residents who cannot connect with Embarq to have high-speed internet.

Rachel and Margaret will work on producing the BCA directory.

Special Events Committee: Milton reported that Mary Helfenberger has scheduled the community picnic for Sunday, August 26, at the home of Dick and Betsy Anderson.

OLD BUSINESS

Milton asked for volunteers to serve on a Membership Committee. The committee would be responsible for cultivating current members, recruiting new members, and developing a mission statement. Connie Huffman and Margaret Skovira agreed to serve on the committee.

With no further business, the meeting was adjourned.

Respectfully submitted,

Rachel Koeniger
Secretary

**BCA Treasurer's Report
May 17, 2007**

Checking Account Balance as of 5/17/2007		\$44,571.74
BCA Portion	4,192.73	
Museum Portion	40,379.01	

Summary of Account Activity Since April 19, 2007

Beginning Balance		\$42,768.81
Income:		
Museum Donations		\$10,815.00
Other Donations		.00
Dues		190.00
Asbury Window Fund Donations for BCA Match		<u>52.22</u>
Total Income		\$11,057.22
Expenses:		
# 690 Isabelle Chewning – Copying and mailing VFH grant proposal		\$43.90
# 691 Rachel Koeniger – Purchase of envelopes for cookbook letter		7.34
Rachel Koeniger – Purchase of paper for newsletter		46.19
# 692 Virginia Power		14.22
# 693 Postmaster – Purchase of stamps for Treasurer		16.40
# 694 Asbury UMC for Window Fund (\$250 + \$102.22 cash donations; remaining \$150 was in checks made out to Asbury)		352.22
# 695 Brownsburg Water Authority – quarterly water bill		45.00
# 696 Walter Simons – Labor and materials for museum		8,609.47
# 697 Postmaster – Newsletter mailing		114.55
Bank Charge – Deposit Error		<u>5.00</u>
Total Expenses		\$9,254.29
Ending Balance		\$44,571.74

Collection of Annual Dues: Summary

	Individuals	Families	Businesses
# in 2006 Directory	65	95	6
# Paid in 2006	33	61	2
# Paid in 2007	33	67	1
Of 2007 members, those who are new	10	18	1
Of 2007 members, joined after postcard	13	28	0

Brownsburg Community Association
CY 2007 Status of Funds
As of May 17, 2007

<u>Income and Carryover</u>	CY 2007	CY 2007
<u>Actual</u>	<u>Proposed</u>	
2006 Carryover	\$18,865.76	\$18,865.76
Association Membership Dues	\$900.00	810.00
Other donations	.00	175.00
Asbury Window Fund donations for BCA Match	<u>.00</u>	<u>102.22</u>
Total Available Funding	\$19,765.76	\$19,952.98
<u>Expenses</u>		
Printing, Mailing, and Post Office Box Rental	\$900.00	\$323.03
Annual Meeting Costs (includes notice mailing)	100.00	.00
Donations (Scenic Virginia, Asbury UMC)	200.00	50.00
Museum Donation	15,000.00	15,000.00
Beautification Committee Expenses (Including flags)	500.00	.00
Special Events Committee Expenses	500.00	.00
Website	75.00	.00
State Corporation Commission Fee	25.00	.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	\$15,760.25
<u>Balance</u>	\$2,185.76	\$4,192.73

Brownsburg Community Association
Museum Project Status of Funds
As of May 17, 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	30,390.00
BCA 2007 Pledge	15,000.00	15,000.00
Cookbook Fundraiser Sales (300 @ \$15 each)	4,500.00	.00
VFH Grant (Oral History Project)	<u>10,600.00</u>	<u>.00</u>
Total Funding Available	\$88,685.32	\$51,605.32
 <u>Estimated Expenses</u>		
Rent	10.00	.00
Insurance	894.00	447.00
Water	180.00	45.00
Dominion Power	300.00	69.26
Virginia Association of Museums Membership	40.00	.00
Cookbook Fundraising Project Expenses (400@ \$5 each)	2,000.00	146.18
Oral History Project	19,250.00	43.90
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	.00
Front Porch	6,000.00	.00
Window Replacements (4)	2,500.00	1,236.14
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	.00
Heat Pump	5,000.00	.00
Exterior: Siding	6,000.00	.00
Soffett and Trim	800.00	.00
Dry Wall	5,400.00	.00
Plumbing: Restroom (donated – Hemp)	.00	.00
Drain Field	5,000.00	.00
Basement Concrete and Door	1,200.00	.00
Handicapped Ramp	2,000.00	.00
Back Door	600.00	.00
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>.00</u>
Total Estimated Expenses	\$80,339.50	\$11,226.31
 <u>Balance</u>	 \$8,625.82	 \$40,379.01