

**Brownsburg Community Association
Board of Directors Meeting
June 19, 2008**

The regular meeting of the Brownsburg Community Association Board was held at 7 p.m. on Thursday, June 19, 2008, at Asbury United Methodist Church. Members present were Betty Brown, Bob Driver, Donald Firebaugh, Connie Huffman, Richard Kauffman, Dot Martin, Joe Skovira, and Margaret Skovira. Rachel Koeniger was also present at the meeting.

President Joe Skovira called the meeting to order.

Approval of Minutes: The minutes of the May 15, 2008, meeting had been circulated by e-mail prior to the meeting, and they were approved as amended following a motion by Richard Kauffman.

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 requested approval from the Board to open a business money market account. The account requires a minimum \$5,000 deposit and will pay 1.75% interest. The Board approved the request by common consent.

Museum Advisory Committee: The President reported that the museum building restoration is progressing, and that the Museum Advisory Committee anticipates completion in July. The landscaping is yet to be done.

Beautification: Betsy Reid's report was given by Joe. She continues to maintain the plantings at the village signs. The American flags were put up for Memorial Day, and new plantings have been installed in the post office boxes. Bob Driver suggested that a sign should be erected on Hays Creek Road at the western entrance to the village.

Publicity: The Board discussed the articles to be included in the upcoming newsletter and the web site content. Rachel agreed to oversee the Publicity Committee.

Special Events: Joe reported that the community picnic will be held on Sunday, August 24, at the home of Dick & Betsy Anderson. Mary Helfenberger is in the process of lining up musical entertainment for the event. Donald Firebaugh suggested "Remembrance" as a theme for the picnic. Local veterans, notably those who served in World War II, will be recognized at the picnic.

Membership: Connie Huffman reported that she has written an article encouraging BCA membership for inclusion in the newsletter. The newsletter will also feature two of the business memberships—Clan Wardlaw and the Sheridan Livery Inn.

OLD BUSINESS

Newsletter: The newsletter will be published next week.

BCA Fundraising Activities: *Arts & Crafts Fair*—Joe reported that Marsha Jones has agreed to help plan this event and will attend the next meeting to share her ideas.

Farmer's Market Cookie Sales—Margaret will have a booth at the Orchardside Farmer's Market and will sell cookies (made from recipes in the cookbook), cookbooks, and Brownsburg street scene note cards. Proceeds from the cookie sales will benefit the BCA. After discussion, the Board agreed to price the note cards at \$10 per pack.

Brownsburg Mayor—Richard Kauffman will coordinate the election for Brownsburg Mayor, which is also a fundraiser for the BCA. The campaign will kick-off at the August picnic and run through September and October, with the election results to be announced in November. Names can be placed on the ballot for a \$25 nomination fee, and votes are \$1 each.

Civil War Marker: Bob reported that he is waiting on word from Jean Clark at the Visitor Center for the status of this project.

NEW BUSINESS

Margaret distributed the ad for the Brownsburg Museum that will appear in the Brownsburg Ruritan Club Horse Show program. She also noted that, in addition to the ad, the Ruritans made a generous donation to the museum fundraising matching program.

Next BCA Board Meeting: The next meeting will be held at 7 p.m. on Thursday, July 17, at Asbury Church.

With no further business, the meeting was adjourned.

Respectfully submitted,

Rachel Koeniger
for Mary Helfenberger
Secretary

**BCA Treasurer's Report
June 12, 2008**

Checking Account Balance as of 6/12/2008		\$62728.52
BCA Portion	\$3300.42	
Museum Portion	\$59428.10	
Invested Museum Funds:		
BB&T CD (Invested at 3% APY, matures 6-27-09)		5,139.80
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	\$82957.71

**CY 2008 Status of Funds
Association not including Museum Project
As of June 12, 2008**

<u>Income</u>	CY 2008	CY 2008
<u>Actual</u>	<u>Approved Budget</u>	
Carryover from Prior Year	\$3,035.88	\$3,035.88
Association Membership Dues	\$1,000.00	510.00
Fundraising Activity (after expenses)	2,000.00	.00
Miscellaneous Donations	<u>200.00</u>	<u>40.00</u>
Total Income	\$6,235.88	\$3,585.88
 <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	75.00
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	\$285.46
 <u>Balance</u>	 \$2,985.88	 \$3300.42

Brownsburg Community Association Museum Project

Cash Flow 1/1/2008 through 6/12/2008 with Brownsburg Museum Budget

Category Description	2008 Budget	5/14-6/12 Actual	YTD Actual	% of Budget	Comment
Starting Balance	\$62,334.89		\$62,334.89		
INCOME					
Donations	62,185	12,149.00	36,792.18	59%	
New donations	50,000	11,595.00	20,718.18		\$17,920 received, \$12,300 pledged for match
Payments on pledges	12,185	550.00	16,050.00		
Cookbook "keep the change"		4.00	24.00		
Interest Inc	600	139.80	229.19	38%	
Cookbooks	3,200	304.00	2,706.40	85%	includes postage & sales tax
VFH Grant	2,500	2,500.00	2500.00	100%	oral history transcripts
TOTAL INCOME	68,485	15092.80	42,227.77	26.24%	
EXPENSES					
Acquisitions	10,000	178.49	178.49		
Construction					
Basement	1,200		0.00		
Bathroom	0	440.00	440.00		
Drywall	5,400	200.00	5,733.00		
Flooring	4,000	1,796.87	1796.87		
Handicap ramp	2,000		2,314.40		
HVAC	1,000		0.00		
Insulation	3,200		2,592.00		
Interior Lighting & Furn	25,000		0.00		
Painting	0	5,675.58	5717.61		
Security System	1,226		518.00		
Underground Electrical	500		0.00		
Other Construction	0		0.00		
TOTAL Construction	43,526	8,112.45	19111.88	44%	
Cookbook Exp	2,000	16.91	2528.30		\$2085 purchase 200+ cookbooks
Insurance	894		447.00	50%	
Memberships	40		0.00		
Mowing	150		0.00		
Oral History	12,500		2,314.00		
Rent	10		0.00		
Utilities					
Alarm System	200		0.00		
Gas & Electric	200	14.99	82.36		

Water	180		45.00	
Other Utilities	0		0.00	
TOTAL Utilities	580		127.36	22%
Other Expense	0		198.34	Museum reception
TOTAL EXPENSES	69,700.00	8,322.84	24905.37	36%
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Net of Income - Expense	-1,215.00	6,769.96	17322.40	
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Carry Over to 2009	61,119.89		79,657.29	includes \$50,000 for endowment
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prepared 6/13/08/2008				