

**Brownsburg Community Association  
Board of Directors Meeting  
June 21, 2007**

The regular meeting of the Brownsburg Community Association Board was held at 7 p.m. on Thursday, June 21, 2007, at Asbury United Methodist Church. Members present were Isabelle Chewning, Bob Driver, Mary Helfenberger, Joe and Margaret Skovira, and Rachel Koeniger. Also in attendance was Dick Barnes, Chairman of the Museum Advisory Committee.

Vice-President Joe Skovira called the meeting to order.

**Approval of Minutes:** The minutes of the May 17 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. She noted that membership continues to increase with the addition of new members; more membership renewals are also being received.

**Museum Advisory Committee:** Dick Barnes reported that the HVAC is 40%-50% complete and that the interior ductwork has been installed in the museum building. He also reported that Dominion Power has run the underground electrical cable. The \$500 installation charge will be reflected on the next power bill. The telephone line has also been installed underground. He announced that 2 to 4 volunteers will be needed to prime the siding before it can be installed. Sawhorses will be needed for this work, and Bob Driver volunteered to lend his.

Dick reported that at the last Fundraising Committee meeting, the Fergusons emphasized the importance of ensuring that every local person is contacted and given an opportunity to contribute to the museum project. A special effort will be made to re-contact those who have already been approached but haven't donated. A card, printed with the names of all donors, will be included in future mailings. The Committee's goal is to raise an additional \$50,000 by its next meeting on July 26.

**Beautification:** No report.

**Special Events:** Mary reported that she had not heard anything from the Hemps regarding her inquiry about the use of the school property for parking at the August 26 picnic, but will keep trying to contact them.

**Publicity Committee:** Margaret reported that the BCA is now being billed directly by Tiger Tech for the website hosting fee.

**Membership Committee:** Margaret also distributed the Brownsburg Directories. She thanked Walter Lunsford for printing and assembling the directories. Board members volunteered to distribute some of the directories to neighbors and friends. The remainder will be available for pick-up at the Post Office and Old South Antiques. A notice will be printed in the newsletter.

## **OLD BUSINESS**

Margaret will defer her report on WiFi service for the village until the July meeting.

## **NEW BUSINESS**

Bob Driver suggested that the BCA might want to investigate the possibility of Brownsburg's inclusion on the Civil War Trails route. Brownsburg has a legitimate claim to a designation because General Hunter's forces came up the Brownsburg Turnpike; they also camped and skirmished in the area. Bob estimates that a map (similar to those of the National Park Service) and road signs will cost approximately \$200. The Board agreed that it was an interesting proposal. Bob will get more details and report to the Board at the July meeting.

Isabelle announced that the BCA had been awarded a \$5,000 matching grant from the Virginia Foundation for the Humanities. It will be used for the Museum's oral history project.

With no further business, the meeting was adjourned.

Respectfully submitted,

Rachel Koeniger  
Secretary

**BCA Treasurer's Report  
June 20, 2007**

Checking Account Balance as of 6/20/2007		\$44,175.39
BCA Portion	4,227.73	
Museum Portion	39,947.66	

\*\*\*\*\*

**Summary of Account Activity Since May 16, 2007**

Beginning Balance		\$44,571.74
<b>Income:</b>		
Museum Donations		\$2,270.00
Dues (2007)		120.00
Dues (2008)		<u>10.00</u>
Total Income		\$2,400.00
<b>Expenses:</b>		
# 698 Gary Brown – Flag Hanging		15.00
# 699 Tom Jordan – Flag Hanging		15.00
# 700 Judy Bare – Dues Refund		5.00
# 701 Virginia Power (Museum)		13.85
# 702 Lexington Electric and HVAC (50% deposit for Museum)		2,662.50
# 703 Mollie Sue Whipple (Museum Rent for 6/07 – 5/08)		10.00
# 704 Tiger Technologies (Website Hosting)		<u>75.00</u>
Total Expenses		\$2,796.35
Ending Balance		\$44,175.39

\*\*\*\*\*

**Collection of Annual Dues: 2007 Summary**

	Individuals	Families	Businesses
# in 2006 Directory	65	95	6
# Paid for 2006	33	61	2
# Paid for 2007	36	77	1
Of 2007 members, those who are new	13	24	1
Of 2007 members, joined after postcard	15	36	0

**Brownsburg Community Association**  
**CY 2007 Status of Funds**  
**As of June 20, 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	925.00
2008 Association Membership Dues (paid in 2007)	.00	10.00
Other donations	.00	190.00
Asbury Window Fund donations for BCA Match	<u>.00</u>	<u>102.22</u>
Total Available Funding	\$19,765.76	\$20,092.98
<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	30.00
Special Events Committee Expenses	500.00	.00
Website	75.00	75.00
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	\$15,865.25
<u>Balance</u>	\$2,185.76	\$4,227.73

**Brownsburg Community Association**  
**Museum Project Status of Funds**  
**As of June 20, 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	32,645.00
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	\$53,860.32
 <u>Estimated Expenses</u>		
Rent	10.00	10.00
Insurance	894.00	447.00
Water	180.00	45.00
Dominion Power	300.00	83.11
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
HVAC	5,000.00	2662.50
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	\$80,239.50	\$13,912.66
 <u>Balance</u>	 \$8,445.82	 \$39,947.66