

**Brownsburg Community Association  
Board of Directors Meeting  
July 19, 2007**

The regular meeting of the Brownsburg Community Association Board was held at 7 p.m. on Thursday, July 19, 2007, at Asbury United Methodist Church. Members present were Isabelle Chewning, Bob Driver, Mary Helfenberger, Connie Huffman, Milton Reid, Margaret Skovira, and Rachel Koeniger.

President Milton Reid called the meeting to order.

**Approval of Minutes:** The minutes of the June 21 meeting had been circulated by e-mail prior to the meeting and were approved following a motion by Bob Driver, seconded by Margaret Skovira.

**Treasurer's Report:** Isabelle Chewning reviewed the Treasurer's Report (a copy is included on page 3 of these minutes). She noted that \$3,600 in donations and \$60 in dues have been received since the last meeting; the only expenditures have been for Sterrett Road plantings and mowing at the museum. The report was approved by common consent.

**Museum Advisory Committee:** Isabelle reported that she had attended the Virginia Foundation for the Humanities grant project directors meeting to present an overview of the Brownsburg Oral History project. She received very positive feedback from the executive director for our rural preservation efforts. The grant period runs through the end of January, and the BCA must provide \$5,000 in matching funds. "In-kind" volunteer hours will count toward the BCA's portion of the funding. Ten interviews have been conducted and transcribed thus far. Approximately 30 subjects remain to be interviewed over the next six months. A collection management plan, detailing how the oral histories will be preserved, must be submitted to the VHF by August 1.

Since MAC Chairman Dick Barnes was unable to attend the meeting, Milton announced that he will poll the Board by e-mail if any museum decisions must be made prior to the next meeting.

Milton also thanked Richard Kauffman and Joe Skovira for priming the siding for the museum building.

**Beautification:** Milton reported that he and Betsy have planted around the Brownsburg sign on Sterrett Road. They have plans to plant boxwoods and grass around that sign, as well as mulching the beds around all three signs.

**Publicity:** Regarding WiFi service for the village, Margaret announced that she will try to find an expert to speak to the Board. Isabelle said that she had spoken to an Embarq employee about DSL service for those in the area who don't have it. She asked him if a letter-writing campaign might help, and he said it couldn't hurt and might be worth a try.

Margaret also reported that she still has extra copies of the directory.

**Special Events:** Mary reported that she and Connie have met with the Andersons in preparation for the August 26 picnic. In case of rain, the event will be held at Asbury Methodist Church.

Tables and chairs will be rented for the event, but the BCA will be able to borrow tents. Help will be needed with set-up for the picnic. The Board discussed whether a parking attendant would be required and if it would be necessary to provide marked handicapped parking spaces.

#### **OLD BUSINESS**

**Membership Committee:** Milton reiterated that the BCA should provide a benefit package for business memberships. Connie agreed to come up with some ideas for 2008.

**Civil War Trails:** The Board authorized Bob Driver to continue to explore the Civil War Trails designation for Brownsburg. He will report his findings and present a proposal to the Board at a future meeting

#### **NEW BUSINESS**

**Nominating Committee:** Milton asked Isabelle and Rachel to consider serving on the Nominating Committee.

**VDOT Paving:** Milton recognized VDOT for the recent paving of the Brownsburg Turnpike. Milton will draft a letter of appreciation for Rachel to send to VDOT.

With no further business, the meeting was adjourned.

Respectfully submitted,

Rachel Koeniger  
Secretary

**BCA Treasurer's Report  
July 18, 2007**

Checking Account Balance as of 7/18/2007		\$47,736.07
BCA Portion	4,233.15	
Museum Portion	43,502.92	

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**Summary of Account Activity Since June 20, 2007**

Beginning Balance		\$44,175.39
<b>Income:</b>		
Museum Donations		\$3,675.26
Dues (2007)		50.00
Dues (2008)		<u>10.00</u>
Total Income		\$3,735.26
<b>Expenses:</b>		
# 705 Kenny Porterfield – Mowing at Museum (Apr. – June 21)		\$120.00
# 706 Potting Shed – Plants for Sterrett Road Sign		<u>54.58</u>
Total Expenses		\$174.58
Ending Balance		\$47,736.07

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**Collection of Annual Dues: 2007 Summary**

	Individuals	Families	Businesses
# in 2006 Directory	65	95	6
# Paid for 2006	33	61	2
# Paid for 2007	38	81	1
Of 2007 members, those who are new	15	27	1
Of 2007 members, joined after postcard	17	40	0

**Brownsburg Community Association**  
**CY 2007 Status of Funds**  
**As of July 18, 2007**

<u>Income and Carryover</u>	<u>CY 2007</u> <u>Proposed</u>	<u>CY 2007</u> <u>Actual</u>
2006 Carryover	\$18,865.76	\$18,865.76
2007 Association Membership Dues (paid in 2007)	\$900.00	975.00
2008 Association Membership Dues (paid in 2007)	.00	20.00
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	\$20,152.98
<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	84.58
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	\$15,919.83
<u>Balance</u>	\$2,185.76	\$4,233.15

**Brownsburg Community Association**  
**Museum Project Status of Funds**  
**As of July 18, 2007**

<u>Income and Carryover</u>	<u>CY 2007</u> <u>Proposed</u>	<u>CY 2007</u> <u>Actual</u>
Carryover from CY 2006	\$6,215.32	\$6,215.32
CY 2007 Museum Donations	52,370.00	36,320.26
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	\$57,535.58
 <u>Estimated Expenses</u>		
Rent	10.00	10.00
Insurance	894.00	447.00
Water	180.00	45.00
Mowing	.00	120.00
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	2,662.50
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	\$14,032.66
 <u>Balance</u>	 \$8,445.82	 \$43,502.92