

**Brownsburg Community Association
Board of Directors Meeting
September 20, 2007**

The regular meeting of the Brownsburg Community Association Board was held at 7 p.m. on Thursday, September 20, 2007, at Asbury United Methodist Church. Members present were Bob Driver, Don Firebaugh, Mary Helfenberger, Connie Huffman, Milton Reid, Joe and Margaret Skovira, and Rachel Koeniger. Dick Barnes, chairman of the Museum Advisory Committee, was also in attendance.

President Milton Reid called the meeting to order.

Approval of Minutes: The minutes of the July 19 meeting had been circulated by e-mail prior to the meeting and were approved following a motion by Bob Driver, seconded by Joe Skovira.

Treasurer's Report: The treasurer's report had also been circulated by e-mail and was approved following a motion by Bob Driver, seconded by Mary Helfenberger.

Museum Advisory Committee: Dick Barnes reported that in addition to the \$11,000 received in donations over the last month, another \$2,000 was added this week. He also reported that a \$2,500 disbursement from the Virginia Humanities Foundation grant for the Oral History Project had been received. Rachel Koeniger reported that the cookbook publishing costs have been recouped and most of the books have been sold. An order for another 300 books has been placed and shipment is expected by the first of November. Bob Driver said that the cookbook had received a nice write-up in the Rockbridge Historical Society newsletter.

Dick Barnes and Marsha Jones are coordinating the Will Ferguson recital on October 7. Requests for 31 tickets have been received, and the recital will be publicized in the next issue of *The News-Gazette*. A reception following the recital will feature recipes from the cookbook. The cookbooks will also be for sale that day.

Much work has been done on the exterior of the museum building; it should be finished before bad weather arrives. Dick expressed appreciation to volunteers Paul & Nancy Hahn, Richard Kauffman, Milton & Betsy Reid, and Joe Skovira for their work on the building. He also requested a \$6,000 disbursement to finish the exterior refurbishment. The Board approved the request following a motion by Joe Skovira, seconded by Bob Driver. Dick also reported that Pete & Stephanie Louquet have volunteered to provide landscaping for the museum. Margot Feldman is contributing bricks and tiles to the project; she also has donated the light fixture that hung in the foyer of Level Loop to the museum. Painting expenses on the building were \$1,510 and the MAC is seeking a donor to underwrite those costs.

Beautification: Milton reported that grass has been planted and is now growing around the Brownsburg sign on Sterrett Road; fall flowers will be planted soon. The signs at the north and south village entrances will also be spruced up. Dick Barnes will take care of the two village flags that need repair.

Publicity: Margaret Skovira reported that she continues to investigate the possibility of wi-fi service for the village. Rachel Koeniger suggested that the BCA join the Rockbridge Historical Society to show our appreciation for their support of the cookbook project.

Special Events: Mary reported that 100 people signed in at the BCA picnic, but she thinks attendance was closer to 150. The Board expressed their appreciation to Mary and Connie Huffman for their hard work planning and hosting the event. Rachel reported that 126 cookbooks were sold at the picnic. Mary is storing the extra soft drinks, water, and paper products at her house—they can be used for the reception following the November Membership Meeting. Connie said she would like to know why more local residents didn't attend the picnic.

Membership Committee: Milton suggested that the BCA should provide a brochure describing benefits of membership in the Association to prospective members. Also, consideration should be given to what perks we can offer with business memberships.

Nominating Committee: Rachel Koeniger and Isabelle Chewning have agreed to serve on the Nominating Committee. Milton will line up a third member from the community.

NEW BUSINESS

Child Safety Donation: Milton reported that he had made a \$50 donation in the BCA's name to the National Child Safety Council. Bob Driver and Joe and Margaret Skovira voiced their concerns that due to the BCA's limited funds, contributions should be limited to local charities.

With no further business, the meeting was adjourned.

Respectfully submitted,

Rachel Koeniger
Secretary

BCA Treasurer's Report
September 13, 2007

Checking Account Balance as of 9/13/2007		\$58,258.36
BCA Portion	\$3,438.54	
Museum Portion	\$54,819.82	

Summary of Account Activity Since August 15, 2007

Beginning Balance	\$51,510.47
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Income:

Museum Donations	\$11,481.20
Other Donations	11.00
Dues (2007)	70.00
Dues (2008)	10.00
VFH Matching Grant (50%) for Oral History Project	2,500.00
Cookbook Sales	<u>6,039.20</u>
Total Income	\$20,111.40

Expenses:

# 711 Postmaster – stamps for Treasurer	41.00
# 712 Compton Printing – Copies of oral history transcripts	32.26
# 713 Postmaster – Box rental	36.00
# 714 BB&T Barger Insurance	447.00
# 716 Postmaster – Picnic invitations	13.00
# 717 Compton Printing – Acquisitions Committee Brochure	110.04
# 718 and # 724 Morris Press Cookbooks (full payment for 681 books)	5,199.36
# 720 Walter Simons – Museum construction through 9/3/2007	5,170.94
# 721 Mary Helfenberger – Reimbursement for picnic expenses	790.61
# 722 Postmaster – cookbook mailing	2.95
# 723 William Ferguson – Airline tickets	1,033.18
Credit card – Transcription Gear for Digital Recorder	308.71
Credit card – Circuit City for External Hard Drive	<u>178.46</u>
Total Expenses	\$13,363.51

Ending Balance	\$58,258.36
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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	89	1
Of 2007 members, those who are new	15	32	1
Of 2007 members, joined after postcard	17	49	0

Brownsburg Community Association
CY 2007 Status of Funds
As of September 13, 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	1,065.00
2008 Association Membership Dues (paid in 2007)	.00	30.00
Other donations	.00	201.00
Asbury Window Fund donations for BCA Match	<u>.00</u>	<u>102.22</u>
Total Available Funding	\$19,765.76	\$20,263.98
<u>Expenses</u>		
Printing, Mailing, and Post Office Box Rental	\$900.00	\$400.03
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	803.61
Website	75.00	75.00
State Corporation Commission Fee	25.00	25.00
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	\$16,825.44
<u>Balance</u>	\$2,185.76	\$3,438.54

Brownsburg Community Association
Museum Project Status of Funds as of September 13, 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	54,826.46
BCA 2007 Pledge	15,000.00	15,000.00
Cookbook Fundraiser Sales (300 @ \$15 each)	4,500.00	6,039.20
VFH Grant (Oral History Project)	<u>10,600.00</u>	<u>2,500.00</u>
Total Funding Available	\$88,685.32	\$84,580.98
<u>Estimated Expenses</u>		
Rent	10.00	10.00
Insurance	894.00	894.00
Water	180.00	90.00
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	5,348.49
Acquisitions	.00	110.04
Fundraiser – Ferguson Recital	.00	1,033.18
Oral History Project	19,250.00	563.33
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	2,385.77
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	3,953.75
Exterior: Siding	6,000.00	3,762.56
Soffett and Trim	800.00	96.39
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	560.90
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>1,510.81</u>
Total Estimated Expenses	\$80,239.50	\$29,761.16
<u>Balance</u>	\$8,445.82	\$54,819.82

