

**Brownsburg Community Association
Board of Directors Meeting
October 18, 2007**

The regular meeting of the Brownsburg Community Association Board was held at 7 p.m. on Thursday, October 18, 2007, at Asbury United Methodist Church. Members present were Bob Driver, Isabelle Chewning, Mary Helfenberger, Connie Huffman, Milton Reid, Joe Skovira and Margaret Skovira. Dick Barnes, chairman of the Museum Advisory Committee, was also in attendance.

President Milton Reid called the meeting to order. He noted that the museum report would be first on the agenda as Dick Barnes needed to leave early.

Museum Advisory Committee: Dick Barnes reported that the concert had been very successful, and noted that Marsha Jones should be commended for the excellent job she had done on coordinating the reception. Milton Reid noted that cookbooks had been presented to Will Ferguson and Ken Merrill, and that both had been pleased. Attendance for the concert was 206; attendance at the 2005 concert was estimated at 276.

Dick Barnes reported on the status of fundraising efforts. To date, we have raised \$123,884; this includes the BCA contribution, and recital donations. Future pledges total \$49,630. The grand total raised to date (including cookbook profits) is \$177,795, which is about 79% of the goal of \$225,000. Joe Skovira suggested that a balance sheet be prepared for each fund-raising event, e.g., the recital, the cookbook, etc. Isabelle Chewning will prepare a balance sheet for the recital once all the bills have been received.

Regarding the status of the construction, Dick Barnes reported that three final items need to be completed on the exterior: handicapped access, the drainfield, and a deck on the back. He requested authorization to spend \$5,000 for the drainfield; authorization was granted via common consent. Barnes reported that he, Tom Litzenburg, Frank Parsons, and Walter Simons had met regarding the back steps. They recommended that the plans be revised to enlarge the back stoop to a size large enough for 15-20 people. Barnes estimates that the remaining work will cost \$25,000 to \$30,000 exclusive of the interior design.

Isabelle Chewning reported that the Oral History Committee had met on October 15. To date, only \$367 of the available \$5,000 in VFH grant funding has been spent. Margaret Skovira has volunteered to prepare indices for the transcripts, and Kathryn Mirabella has agreed to assist as needed with editing. The main priority now is to get the interviews done and forwarded to the transcription company.

Approval of Minutes: The minutes of the September 20 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: The treasurer's report had also been circulated by e-mail and was approved following a motion by Mary Helfenberger and seconded by Joe Skovira. Isabelle suggested that we consider buying CDs since we have a current balance of \$66,000 and estimated museum costs through the end of the year are \$25,000 to \$30,000. Milton Reid recommended that we purchase four \$5,000 CDs, one each with terms of 6-months, 12-months,

18-months, and 24-months. Margaret Skovira noted that Isabelle should have some discretion in choosing CDs as they are unlikely to have the exact terms described above.

Beautification: Milton reported that grass is growing well around the Brownsburg sign on Sterrett Road, and that fall plants are in place. The signs at the north and south village entrances will also be spruced up. Bob Driver noted that several of the flags have become tangled and need to be straightened. Milton Reid will ask Dick Barnes if this is something that Gary Brown might be able to take care of for us.

Publicity: Margaret Skovira indicated that her research on wi-fi service for the village indicates that it is quite technical, and she asked that she be relieved of any further action on this project. There was no objection. Margaret did note, however, that BARC is now investigating whether they can somehow provide high-speed internet capability through their electrical lines. Isabelle Chewing commented that the last newsletter was quite good, and all present agreed.

Special Events: Mary Helfenberger will handle refreshments at the annual meeting. She has a few items left over from the picnic that can be used.

Membership Committee: Milton suggested that the Membership Committee develop a brochure describing benefits of membership for prospective members. Connie Huffman asked for suggestions about what information should be included in the brochure, and the following were suggested: BCA mission, history of the village and BCA; summary of BCA accomplishments; categories and costs of membership; contact information; application form; and Board meeting dates. Milton suggested that the brochure should look professional, but that it could probably be done “in-house” on regular paper. Isabelle Chewing was asked to check membership records to determine if the Papits (who purchased the Coyle-Weber house) have joined the association. Business memberships were discussed again; suggestions were made to offer sponsorship of the directory to a business and/or to print business ads in the directory and/or newsletter. By common consent, Board members agreed that dues paid in the last quarter of the year (October – December) should count towards the next year.

Nominating Committee: Isabelle Chewing reported that the Nominating Committee (Rachel Koeniger, Dick Anderson and Chewing) had met and had come up with a list of possible candidates for the Board. So far, one person has declined, one has agreed, and one is a strong “maybe.” The committee expects to have the list of candidates next week.

OLD BUSINESS

Civil War Trail: Bob Driver reported that he, Jean Clark, and Daryl Woodson need to meet on this topic. He will explore the concept further and report back to the Board.

Rockbridge Historical Society: Margaret Skovira has checked into membership, and the Historical Society has agreed to accept the BCA as members without payment. They ask only that they be added to the mailing list for the BCA newsletter.

NEW BUSINESS

Annual Meeting: By common consent, all agreed that the Annual Meeting of the BCA would be held on Thursday, November 15 at 7:00 p.m. Joe Skovira asked if it was necessary to have a quorum for the annual meeting. Milton Reid responded that it was his assumption that last year’s meeting only required a quorum because the by-laws were being revised. He will, however, check the by-laws and ask Dick Anderson to clarify. Milton has asked Rachel

Koeniger to distribute a postcard to the dues-paying members on or before October 27 announcing the date and time of the annual meeting and the list of Board Member nominees (if they are available by then).

With no further business, Joe Skovira moved that the meeting be adjourned. The motion was seconded by Bob Driver, and the meeting was adjourned.

Respectfully submitted,

Isabelle Chewning
For 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

