

**Brownsburg Community Association
Annual Membership Meeting
November 15, 2007**

The Annual Membership Meeting of the Brownsburg Community Association was held at 7 p.m. on Thursday, November 15, 2007, at Asbury United Methodist Church

President Milton Reid called the meeting to order. He welcomed all those in attendance and introduced new Brownsburg residents and BCA members, Dee and John Papit. Reading of the 2006 Annual Membership Meeting minutes was waived.

Nominating Committee Report: Nominating Committee Member Dick Anderson presented Betty Brown, Richard Kauffman, and Dot Martin as nominees for the BCA Board of Directors. Hearing no further nominations, the nominations were then closed. The President thanked the committee, which also included Isabelle Chewning and Rachel Koeniger, for its work.

Treasurer's Report: Isabelle Chewning reviewed the 2007 Financial Report. A copy is included on page 3 of these minutes. Bob Driver commended Isabelle for a job well done as Treasurer.

President's Report: President Reid expressed his gratitude for the opportunity he has had to lead the BCA for the past two years. He thanked the Board members for their work and recognized the other outgoing Board Members, Isabelle Chewning and Rachel Koeniger.

The President reviewed the projects undertaken by the BCA this year, including the cookbook, the community picnic, oral histories, and the museum building renovation. He thanked all those involved for their efforts in ensuring the success of each of the endeavors—much has been accomplished this year.

Election: Ann Beard made a motion to accept the Nominating Committee's slate of nominees by acclamation. Isabelle Chewning seconded the motion, and President Reid, on behalf of the Board, offered congratulations and best wishes to the newly-elected directors.

Museum Advisory Committee: Museum Advisory Committee Chairman Dick Barnes reported that the fundraising has gone well, but it isn't over yet. The septic system has been installed at the museum, and all work on the building is projected to be completed by March 15. The focus will then shift to the Acquisitions Committee. He asked those who are interested in donating or loaning artifacts to the museum to contact a member of the Acquisitions Committee. He also announced that volunteers are needed to help complete various jobs on the museum renovations and if anyone is interested, they should contact him. Overall, he reported that he is pleased with the progress that is being made on the museum.

With no further business, the meeting was adjourned.

Respectfully submitted,

Rachel Koeniger
Secretary

**BCA Treasurer's Report
November 14, 2007**

Checking Account Balance as of 11/14/2007		\$45,499.94
BCA Portion	\$3,246.88	
Museum Portion	\$42,253.06	
Invested Museum Funds:		
BB&T CD (Invested at 4.8% APY, matures 5-22-2008)		5,000.00
Community Bank CD (Invested at 4.85% APY, matures 8-21-2008)		5,000.00
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)		5,000.00
TOTAL ASSETS		\$65,499.94

Summary of Checking Account Activity Since October 17, 2007

Beginning Balance		\$66,075.67
Income:		
2008 dues paid in 2007		10.00
Museum Donations and Pledge Payments		\$1,525.00
Cookbook Sales (including postage and "keep the change")		<u>1,611.00</u>
Total Income		\$3,146.00
Expenses:		
#740 Community Bank for purchase of two CDs		\$10,000.00
#741 Bank of Botetourt for purchase of one CD		5,000.00
#742 BB&T for purchase of one CD		5,000.00
#743 Postmaster (cookbook mailings and annual meeting notice)		38.66
#744 W&L for rental of recital hall		200.00
#745 Morris Press Cookbooks (final payment)		2,929.96
#746 VA Department of Taxation (Oct. sales tax for cookbook)		142.05
#747 Brownsburg Water Authority (Museum, Jul – Dec)		90.00
#748 Re-issue of Potting Shed check (#706) that never cleared		--
Bank charge – returned check		7.00
Bank card charges – Amazon.com for archival DVDs		84.06
Bank card charges – Production Transcripts		<u>230.00</u>
Total Expenses		\$23,721.73
Ending Balance		\$45,499.94

Brownsburg Community Association
CY 2007 Status of Funds
As of November 14, 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	40.00
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	\$20,273.98
<u>Expenses</u>		
Printing, Mailing, and Post Office Box Rental	\$900.00	\$490.64
Annual Meeting Costs (includes notice mailing)	100.00	33.02
Donations (Scenic Virginia, Asbury UMC)	200.00	50.00
Museum Donation	15,000.00	15,000.00
Beautification Committee Expenses (Including flags)	500.00	162.61
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	\$17,027.10
<u>Balance</u>	\$2,185.76	\$3,246.88

Brownsburg Community Association
Museum Project Status of Funds as of November 14, 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	65,696.46
BCA 2007 Pledge	15,000.00	15,000.00
Cookbook Fundraiser Sales (300 @ \$15 each)	4,500.00	11,565.80
VFH Grant (Oral History Project)	10,600.00	2,500.00
Ferguson Recital	<u>.00</u>	<u>9,615.00</u>
Total Funding Available	\$88,685.32	\$110,592.58
 <u>Estimated Expenses</u>		
Rent	10.00	10.00
Insurance	894.00	894.00
Water	180.00	180.00
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	8,759.28
Acquisitions	.00	410.04
Fundraiser – Ferguson Recital	.00	6,682.95
Oral History Project	19,250.00	1,266.68
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	440.62
Front Porch	6,000.00	4,961.05
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	125.00
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>4,408.59</u>
Total Estimated Expenses	\$80,239.50	\$44,650.81
 <u>Balance</u>	 \$8,445.82	 \$62,253.06