



Berkeley County Roundhouse Authority

Regular Board Meeting Agenda

March 9th, 2021 – 6:30 PM

300 Foxcroft Ave. #201 - Martinsburg, WV 25401

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Introduction of Guests/Special Presentations (if any)
5. Treasurer's Report (Discussion)
6. Chair's Report –
 - a) Emergency money was spent to repair bathrooms, windows and doors.
 - b) Meetings with DOH about TAP grant funded project
 - c) Wifi Extenders Berkeley County
 - d) Application for Department of Arts, Culture & History grant funds for amphitheater/outdoor market pavilion is due March 31 and April 1
7. Old Business
 - a) Discuss Fundraising display for the roundhouse
 - b) Discuss Spring Cleanup Day
8. New Business
 - a) Review Emergency Expenditures for Vandalism
 - b) Approve or Deny Spending up to 1200.00 for landscaper to clear around fences and cut out all small trees around wash shop.
 - c) Approve or Deny cost of better camera system
 - d) Approve or deny expenditure of \$15,775.00 pay Alpha Associates to update plans for the Bridge & Machine Shop concrete floor-elevator-stairs project
 - e) Approve or deny technical revisions to Event/Wedding Rental Contact and policy change to add candles to list of banned items.
 - f) Discuss (take action as necessary) proposal to rename 500block of North Queen St as "Roundhouse Center Way"
9. Reports of Directors & Roundhouse Foundation
 - a) Buildings & Grounds
 - b) Events & Visitor Services (Address number of large events and coming weddings in 2022) ie. Shepherd University Fundraiser, Home Show, Concerts etc.
 - c) Marketing & Tours
 - d) Artifacts & Historical Research

e) Roundhouse Foundation

10. Executive Session (real estate, legal or financial purposes If needed)

11. Adjournment