



Berkeley County Roundhouse Authority

Board of Directors Meeting

Wednesday, March 19, 2025 – 6:30 PM

300 Foxcroft Avenue, Suite 201 - Martinsburg, WV 25401

Meeting Agenda

1. Roll Call/Welcome of Guests
2. Proof of Notice of Meeting
3. Approval of Minutes of Previous Meeting
4. Report of Treasurer
5. Report of Chair
 - a. Correspondence & Project Updates
 - b. Appointment of Architectural/Engineering RFQ Scoring Committee/Scheduling of Committee Meeting
6. Report of Standing Committees
 - a. Finance & Foundation: Status of State/County FY2025-26 Funding Requests; Foundation Board Meeting, April 8.
 - b. Building & Grounds: Hyphen Window; West Roundhouse Door; Track Grooves; Clerestory Windows (Dome); Electrical/Gas (Bridge & Machine Shop); Elevator/Steps (Bridge & Machine).
 - c. Artifacts & History: Heritage/Rail Fest; Regional Museum Project Update
 - d. Executive (if any):
7. Unfinished Business
 - a. Discuss/take action as necessary regarding Roundhouse website
 - b. Discuss/take action as necessary regarding approved event management agreement for Roundhouse Night Market (third Friday, May-August; and third Saturday, September-November)
8. New Business
 - a. Discuss/take action as necessary regarding request for donation of chairs
 - b. Discuss/take action as necessary regarding window project change order and next steps for clerestory window preservation.
9. Other Business
 - a. **Upcoming Activities/Events:** Home Show 2025, March 29-30; Farmers Market Earth Day 2025, April 19; Special Event, April 26; Spring Train Show/Roundhouse Rail Fest; May 10; Roundhouse Night Market, May 16, Heritage Fair, May 17; Roundhouse-Apollo - Patsy Cline Tribute Fundraiser, 2 PM
10. Executive Session for legal matters (if necessary)
11. Adjournment

Zoom: <https://us02web.zoom.us/j/83028830217?pwd=4HVosPIZsTaHuPSmYL9IPOmtnaS7Qz.1>

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