



Berkeley County Roundhouse Authority

Board of Directors Meeting
Wednesday, April 9, 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. Architectural/Engineering RFQ Scoring Committee Update
 - b. Roundhouse Tour Reservations
 - c. Correspondence & Community Outreach
6. Report of Standing Committees
 - a. Finance & Foundation: Status of State Funding Requests; Foundation Meeting Report.
 - b. Building & Grounds: *Roundhouse* - Clerestory Windows; Doors/Locks, Hyphen Window, Track Grooves; *Bridge & Machine Shop* - Electrical/Gas, Elevator/Steps, Concrete Floor, Doors, Windows, Insulation, Lighting (natural/interior), Second Floor Flooring; Cupola; *Frog & Switch/Blacksmith Shop* - "Rusty & Family," Concrete Floor, Hyphen Wall Restoration; Landscaping Contract; Garden Club Project; *East Roundhouse Ruins*: Sculpture Garden Concept
 - c. Artifacts & History: Conservation of papers/photographs and climate-sensitive materials.
 - d. Executive:
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)
 - c. Discuss/take action as necessary regarding MOU with For the Kids, by George Children's Museum
8. New Business
 - a. Discuss/take action as necessary regarding RFQ Scoring Committee Presentation
 - b. Discuss/take action as necessary regarding painting of clerestory windows.
 - c. Discuss/take action as necessary regarding Historical Tour Services.
 - d. Approve/Deny low bid for landscaping services contract for 2025 Season
 - e. Approve/Deny allocation of matching funds for Elevator/Steps project change order
9. Other Business
 - a. **Upcoming Activities/Events:** Farmers Market Earth Day 2025, April 19; Special Event, April 26; Train Show/Rail Fest; May 10; Night Market, May 16; Heritage Fair, May 17; Patsy Cline Tribute Fundraiser, May 18.
10. Executive Session for legal matters (if necessary)
11. Adjournment

Zoom: <https://us02web.zoom.us/j/88344598913?pwd=097QfbMgdpb9USAUNewFWHbmDYsgtP.1>

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