



## Berkeley County Roundhouse Authority

Board of Directors Meeting

Wednesday, September 10, 2025 – 6:30 PM

100 East Liberty Street - Martinsburg, WV 25401

### Meeting Agenda

1. Roll Call/Welcome of Guests
2. Proof of Notice of Meeting
3. Approval of Minutes of August Meeting
4. Report of Treasurer
5. Report of Chair
  - a. Presentation II: Farmers Market/Event Center Project
  - b. Correspondence & Community Engagement
  - c. Facility Rental Rates for 2026
  - d. Refund Request
  - e. Project Mid-Air Update
6. Report of Standing Committees
  - a. Finance & Foundation: Night Market T-shirt Fundraiser; Grant Reimbursement Status
  - b. Building & Grounds: Projects Update/Mowing/General Maintenance (status)
  - c. Artifacts & History: 2025 Tour Season Update, Artifacts & Record Conservation; History Education Event Updates; Caboose Restoration (if any)
  - d. Executive: N/A
7. Unfinished Business
  - a. Approve/deny declaration of surplus providing for auction of equipment
  - b. Approve/deny appointment to Friends of the Roundhouse/Foundation Board (no action)
  - c. Approve/deny BCRA PODA Policy
  - d. Approve Agreement for extended use of certain property for Project Mid-Air and Project Mid-Air II.
8. New Business
  - a. Approve/deny agreement with CEC/Mckinley Architecture and Engineering
  - b. Discuss Draft 2026 Rental Rates and take action as necessary.
  - c. Approve/deny PODA, Alcohol and Vape/Smoking Policies
  - d. Approve/deny refund request
9. Other Business
  - a. **Events Calendar:** Farmers Market 2025 thru October 25; Night Market: September 20, October 18, November 15; Fall Train Show, October 11; Merry Makers Market, December 6-7, 12-13, 20-21; Home Show, April 11-12; Earth Day Market, April 18; Private Event, April 25; Heritage Fair, May 16.
10. Executive Session for legal matters (if necessary)
11. Adjournment