



Berkeley County Roundhouse Authority

Board of Directors Meeting

Wednesday, October 8, 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 September Meeting
4. Report of Treasurer
5. Report of Chair
 - a. Correspondence/Community Outreach: Grant App/Funding Requests
 - b. MCC Presentation
 - c. Project Updates: Modular Restrooms, B&M Shop
 - d. Meeting with Train Club
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: Farmers Market/Event Center Project Meeting with CEC
7. Unfinished Business
 - a. Approve/deny appointment to Friends of the Roundhouse/Foundation Board
 - b. Approve/deny agreement with CEC/Mckinley Architecture and Engineering
 - c. Discuss Draft 2026 Rental Rates and take action as necessary.
8. New Business
 - a. Approve/deny electrical project in Bridge & Machine Shop
9. Other Business
 - a. **Events Calendar:** Farmers Market 2025 thru October 25; 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