



# Berkeley County Roundhouse Authority

Regular Board of Directors Meeting  
Wednesday, October 12, 2022 – 6:30 p.m.  
300 Foxcroft Ave., # 201 - Martinsburg, WV 25401

## Agenda

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Previous Minutes
- 4) Introductions
- 5) Treasurer's Report
- 6) Chairman's Report
  - a. Site Visit by Fire Marshals on September 28, 2022
  - b. Removal of personal property from Roundhouse completed October 3, 2022
- 7) Old Business
  - a. Boxcar Restoration (update, if any)
  - b. Home Show Contract (update, if any)
  - c. Roundhouse Door repair
- 8) New Business
  - a. Discuss and Take Action as Necessary Regarding Rental Rates for 2023, including definition of Nonprofit and Annual Rate Review.
  - b. Discuss and take action as necessary to revise terms of Rental Contract to clarify advance payment for rental reservation and certain conditions for forfeiture of rental payment upon cancellation of reservation.
- 9) Committee Reports (As Needed):
  - a. Roundhouse Foundation –
  - b. Buildings & Grounds – Repair of Storm-damaged Door
  - c. Events – Report on Art Expo held on Oct. 8; Upcoming: Bunker Hill Model Railroad Club – Oct. 29; Home Show – March 2023
  - d. Tours & Marketing – CVB report distributed via email. Large group to visit in November. Haunt/Legends Tours – Events canceled Sept. 30, Oct. 1 due to weather conditions.
  - e. Artifacts & Historical Research
- 10) Adjournment
- 11) **Next Meeting: November 9, 2022**