



Berkeley County Roundhouse Authority

Regular Board of Directors Meeting
Wednesday, January 11, 2023 – 6:30 p.m.
300 Foxcroft Ave., # 201 - Martinsburg, WV 25401

Agenda

- 1) Welcome/Introduction of Guests
- 2) Approval of December 2022 Minutes
- 3) Treasurer's Report
- 4) Chairman's Report
 - Meeting with Main Street Martinsburg & Martinsburg-Berkeley County Parks & Recreation Board executive directors about opportunities for collaboration and partnership (memorandums of understanding circulated).
 - Bridge & Machine Shop Phase II Project Update: Request submitted for expedited review by Federal Highways Administration (concrete floor, steps and elevator); extension requested for expenditure of funds for HVAC (awarded by City of Martinsburg)
 - Business Donation of Services in Removal of graffiti from Frog & Switch Shop
 - Pursuit of Estimate for Spouting/Gutter for Roundhouse
 - Budget Request Submitted to County for Insurance; Budget Request to be submitted to City by Feb. 3
- 5) New Business
 - a) Discuss and/or take action as necessary for promotion of facilities to Event Planner(s) with non-profit/government experience.
 - b) Discuss and/or take action as necessary for inclement weather-related repairs to bathroom facility.
 - c) Discuss and/or take action as necessary for mobile bathroom purchase
 - d) Discuss and/or take action as necessary for response to invasive species (raccoons)
 - e) Discuss and/or take action as necessary regarding storage of tables and chairs
 - f) Discuss Roundhouse Authority committees and committee assignments for 2023
- 6) Old Business
- 7) Committee Reports:
 - a) Foundation & Fundraising
 - b) Capital Projects & Maintenance
 - c) Events & Tours
 - d) Exhibits & Education
- 8) Adjournment

Next Meeting: February 8, 2023