



Berkeley County Roundhouse Authority

Regular Board Meeting Agenda

February 9th, 2021 – 6 PM

300 Foxcroft Ave. #201 - Martinsburg, WV 25401

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Introduction of Guests/Special Presentations (if any)
5. Treasurer's Report (Discussion)
6. Chair's Report –
 - a) Meeting with the Mayor, and the Chiefs of Police & Fire regarding traffic flow into Roundhouse
 - b) Meeting with WV Department of Arts, Culture & History's Jenna Green, and Susan Pierce about Bridge and Machine Shop Doors.
 - c) Meeting with DOH about Tap grant funded Project
 - d) Contract Signed with Panhandle Home Builders Association for 2022 Home Show
 - e) Docent program and CVB future involvement.
7. Old Business
 - a) Discuss Insurance premiums and Changes
 - b) Discuss 1099 Employee list for maintenance and cleaning workers
8. New Business
 - a) Review of rental contract to accompany the 2022 rental rate sheet
9. Reports of Directors & Roundhouse Foundation
 - a) Buildings & Grounds
 - b) Events & Visitor Services (Address number of large events and coming weddings in 2022) ie. Shepherd University Fundraiser, Home Show, Concerts etc.
 - c) Marketing & Tours
 - d) Artifacts & Historical Research
 - e) Roundhouse Foundation
10. Executive Session (real estate, legal or financial purposes If needed)
11. Adjournment