

Broad Run Farms Civic Association Monthly Meeting Minutes  
**August 14, 2024 (Approved by BRFCFA Membership, September 11, 2024)**

Members present (13):

Carol Kearney (President)	Margaret Conley
Colleen Glosson (Vice President)	Steve Oberther
William (BJ) Glosson	William Schrader
Roy Cleveland (Treasurer)	Barbara Dooley
Sue Cleveland	Dan Schultz (Member At Large)
Karen Lusk	Sharon Howard-Denny (Member At Large)
Michael Conley	

1. Roll Call Completed. **A quorum was present to conduct business.**

2. Motion made to approved minutes from last meeting. **Motion approved.**

3. Newsletter

Another newsletter will be sent to members before September 1.

4. Treasurer's Report for period ending July 31, 2024

Roy explained that the biggest expenses for July were the BRF Newsletter, Siteground Web Hosting, and Bench Replacements. The anticipated August 31 Balance will be \$4,838.55.

This current balance is ahead of the balance, as of September last year, which was \$3,308.58.

Motion made to approve Treasurer's Report for July, 2024. **Motion approved.**

5. Grill at Pavilion

Roy researched several websites and found two versions of a grill for \$650. The grill will come with a post for installation. One grill has two heights or layers, the one height is a large grilling area and is more versatile.

Motion made to approve the purchase of the grill, described above, for \$650. **Motion approved.**

6. Trespassers – Options/Updates

Roy explained around the 10<sup>th</sup> of this month, there were young kids, with wine, that appeared on the cameras around 11:30 to 12:00 am at the Pavilion. He believed these kids knew where the cameras were, because there was no record of when they left. They may have gone through the woods near the Pavilion to avoid detection. No trash was left behind. No action is needed, at this time, since the problem with trespassers appears to be under control, using the security cameras.

7. By Laws

Mike Conley briefed the members on the informal committee, consisting of 5 members, assembled to review the Association By Laws, with the purpose of offering a suggested revision to the membership for their consideration, discussion and possible adoption.

This informal committee feels a revision is appropriate, but not urgent. Mike expects these suggestions will be published within 4 to 6 weeks.

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A Notice on the vote, to the By Law revisions, will be posted in the September newsletter. It is hoped that copies of the revisions can be distributed to the membership at the September meeting. The By Laws vote will be held at the October meeting.

Mike will be pleased to discuss the suggestions, once the draft of the proposed changes have been distributed.

8. Email Address to Use for BRFCA

Colleen will manage the BRF email account that was managed by John Erickson. This is the **broadrunfarms@gmail.com** account. Roy stated the email address **info@brfca.com** belongs to the **www.BRFCA.com** website account. Colleen will work with Jon on the transfers of authority that are needed, so she can manage the email account.

Either **broadrunfarms@gmail.com** or **info@brfca.com** can be used. Which one to use will be discussed at September's meeting.

9. Authority for Treasurer to Pay Ongoing Bills and Process for Spending BRFCA Money

*a. Authority for Treasurer to Pay Ongoing Bills*

Discussion on this issue started. The discussion was inconclusive and to be continued.

*b. Process for Spending BRFCA Money*

It has come to the attention of the board that not all expenditures have followed the approval process as outlined in the By Laws, Article IV, Section 1, General Powers and Article VI, Section 2, Committee Expenses. The membership discussed how to resolve this issue.

A motion was made that as a courtesy, if a member wishes to spend any amount of money, they either let the membership know at a membership meeting or if the case of an emergency, for example, correcting a hazardous situation, the member send a spending request, in an email, to all board members. **Motion approved.**

**Note:** This approved motion does not reflect what is currently written in the By Laws and represents an interim change to ensure everyone is immediately aware of funds spent. This change will be included in the By Laws revision, to be distributed, at the September meeting.

10. Upcoming events:

Carol stated that help is needed for these events. Please let Carol, or any Board Member know, if you can assist with any of these events.

**August 17 Happy Hour – Saturday, 5:30 pm**

**September 28 Oktoberfest – Saturday, 5:00 pm (see motion made below)**

**October 31 Halloween – Halloween Hayride – Pizza supplied by Laura Audi**

**Christmas Caroling**

Motion made to spend up to \$250 for the August 17<sup>th</sup> Happy Hour. **Motion approved.**

Motion made to move the Oktoberfest to September 28th. **Motion approved.**

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Motion made to spend up to \$350 for the Octoberfest on September 28<sup>th</sup>. **Motion approved.**

11. New Business:

Carol explained that committees will be established for the following events, except for the first one. If you like to assist the leads listed below, contact Carol or any Board Member.

***Creation of Buttons to Encourage Residents to join the Civic Association***

Not being done due to lack of interest

***Pavilion Schedule – Recording Pavilion Use, Upcoming Events & Posting on Board***

Leads for this activity are Colleen Glosson and Sharon Howard-Denny

***Community Clean Up***

Carol will ask Mary Holsinger if she would like to be Lead for next year's Clean Up.

***Social Media***

Leads are: Colleen Glosson, Sharon Howard-Denny

Social Media consists of Facebook and Next Door – **Collen strives to send any texts on events, 10 days in advance**

***Scholarship***

Lead: Carol Kearney

Information about the Annual Scholarship will be put in the next Newsletter.

***Picnic***

Lead: To be determined

More to follow on this. As in the past, many members help with this event.

***Banner***

The goal will be, to have contributions to the banner, pay for the Picnic. Carol will get in touch with all businesses in the community. The banner will be displayed on Social Media and at all events.

***Storage/kayak holder***

It was discussed that the Kayak Holder be converted to a storage unit for Picnic tables and other BRF items. Roy explained that a member has extra corrugated shingles that can be donated and used to convert the Kayak Holder to a Storage Shed. Discussion on what is practical, useful and any other ideas, to be discussed at future meetings.

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12. Other business

***BRF T-Shirts***

Margaret Conley is storing BRF T-Shirts that can be sold. Inventory follows.

**BRFCA Shirt Inventory – As of 4/29/2024**

	<u><b>T-Shirts</b></u>		<u><b>Tank Tops</b></u>		<u><b>Visors</b></u>	
	<u><b>Plain</b></u>	<u><b>Tie Dyed</b></u>	<u><b>Plain</b></u>	<u><b>Tie Dyed</b></u>	<u><b>Black</b></u>	<u><b>Tie Dyed</b></u>
2XL	1	1	---	1 Karen bought one Sat Aug 19 – just fyi	9	---
XL	3	3	---	1		
L	8	---	---	---		
M	2	1	---	1		
S	2	4	---	---		

Please let Carol know if you would like to help sell T-Shirts at BRF events.

Motion was made to adjourn meeting. Motion approved. Meeting ended at 7:47 pm.

(Recorder for minutes, Karen Lusk)