



Board of Directors Meeting Minutes September 18, 2014; Scheduled Start 12:00 Noon

Actual start was 12:10 PM.

Attendees (BoD members in bold text):

In person: Gerald Altizer (George's Creek Railway), Craig Close, **Bruce Elliott, Henry Freeman, Nick Fry, Bob Hubler**, Harry Meem, **Wade Rice Jr., Mike Shylanski, Greg Smith, George Stant, Chris Winslow, Bob Witt, Allen Young.**

Phone: None

Proxies: **Henry Freeman** for **Chris Tilley**

Absent: **Chris Tilley**

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- A) Minutes of Previous Meeting - Smith: No changes, all accepted as given.
 - B) Treasurer's Report – Winslow: See reports and letter emailed to all earlier in the week. May have to adjust way 2014 annual convention is reported since it crosses our FYE (expenses mostly in one year, revenue in the other). Made approximately \$10K for this past fiscal year. Need to do an accounting manual. Has found a way to account for Sentinel be tracked as a Company Store item like calendars are (still experimenting). Freeman wondered if we could charge more for low-priced mini-cons and reallocate surplus income (i.e., "profit") for other projects—especially since Company Store item variety has reduced recently.—on a case-by-case basis. Accepted as given.
 - C) Membership Report – Hubler:
 - a. Some members are getting creative on when they renew and effectively try to back in to a 3-year membership. Need to reiterate to members that maximum renewal period is 2 years.
 - b. Young working on re-engineering automated status reports—targeting end of November 2014.
 - c. Accepted as given.
 - D) Executive Session (confidential - BoD members only)
 - E) Committee Reports:
 - a. Publications Committee:

- i. *Sentinel* – Meem: Q4 2014 will soon be shipped out. Q1 2016 will be Meem’s last issue as Sentinel Editor—need replacement editor for Q2 2016 issue.
 - ii. 2016 Calendar – Meem: Needs photos from John King.
 - iii. B&O Modeler – Freeman: Still have nothing from Ben Hom. Will catch up with him in Naperville. Need to consider replacing him if he continues to not produce it. Material is not the issue (has plenty of it).
- b. Convention Committee:
 - i. 2014 Eastern Mini-con, Martinsburg WV – Smith: Very well received.
 - ii. 2015 Eastern Mini-con – Rice: Coordinating jointly with Reading Technical & Historical Society. Date is Saturday August 8. Location is St. John’s United Methodist Church in Ivyland PA. Close not available to bring/run Company Store.
 - iii. 2015 Western Mini-con – Smith: East of Cleveland OH on May 16.
 - iv. 2015 Annual Convention – Smith: Cleveland OH, to follow the 2015 NMRA convention, which will be in Portland OR (we will not be manning a table at that event due to the travel distance and cost).
 - v. 2016 Annual Convention – Freeman: Buffalo NY/BR&P area, Brian DeVries will be on point.
 - vi. Nothing yet on 2016 mini-cons.
 - vii. 2017 Annual Convention – Freeman: TBD, though suggesting western region. Have been approached by Cincinnati. Could do St. Louis (“rubble-kicking”) or Springfield. May have to consider changing format (all-day clinics, more trains, 2 days instead of 3, etc.). Freeman to explore possibilities.
- c. Company Store – Close: Sales still low. Keeping inventory tight. Still looking for help, preferably local but could be anywhere. Admits he’s not a manager type; more operational. Still lots of guesswork on order quantities (e.g., surplus of 1945-era I-12 SMD cabooses). Always better to run out of inventory than retain it. Print isn’t selling as well, need to consider more digital options. Freeman speaking with Roberta Poling about doing next 5-year set of *Sentinels* on CD.
- d. Archives – Fry: PastPerfect (PP) has changed workflow of how collections are inventoried. Core group of people trained by Winslow. Looking on how to get scanned drawings into it. May want to consider charging separately for print vs. digital output. PP software has additional fee for using web site feature. Need a plan to handle willed donations.
- e. Outreach – Smith:

- i. Attended National Model Train Show, Cleveland OH. BORHS was the only historical society in attendance. Had lowest attendance in 25 years. Next show is in Portland OR which we won't attend. Following year is in Indianapolis IN—not sure we'll attend.
 - ii. Need to get more people involved in min-cons. Consider soliciting and partnering with outside RR historical societies. Consider charging non-member fees to attend. If we don't, will be writing our own Society's obituary soon.
 - iii. Youth Programs - Rice: Emailed proposed write-up for Sentinel for Q1 2015 issue.
 - f. Archives Building Fund Project – Smith: Had one \$10K donation, will have room named after the donor in new facility. Ongoing operations costs of a new facility is still an issue. Won't get any corporate sponsorship unless we have a business plan.
 - g. Nominating/Elections Committee 2016 – Smith: Need new chairperson—Fry will do. Winslow proposed eliminating proxies from the ballot. May need to revise Bylaws accordingly.
 - h. Model Committee – Smith: Nothing useful at the present time for the Society to generate new sales.
- F) Old Business:
 - a. Action list - Young: See revised list at bottom of meeting minutes.
- G) New Business – Smith:
 - a. 2014-2015 budget—Winslow: Emailed to all earlier. Fry moved to move \$500 from Archives Acquisitions (account 2210.9) to Editorial Expenses to cover potential expenses incurred by replacement Sentinel Editor; Witt 2nd. All accepted. Amended budget accepted by all.
 - b. Society continuance plan—Meem: Emailed to all earlier. Timonium model train show isn't the event it used to be. Need to get outside of our comfort zone and meet people who don't come to train shows (e.g., Brunswick Rail Days, Chesapeake Live Steamers, Mt. Airy, Rails to Trails events, county fairs, etc.). Show videos, take publications relevant to the area, DVDs, calendars. Meet & greet people. John Allen Timesaver (model switching module). Encourage younger audience to run trains. For events we can't attend, ship a package to the event organizers. Smith noted that the initial introduction isn't enough—need to have a follow-up mechanism, much of which doesn't exist like it used to.
- H) Next BoD Meetings - Smith:
 - a. Winter 2015: Same Saturday as the Great Scale Model/Timonium show, January 31 (Saturday) – February 1 (Sunday) 2015.

- b. Spring 2015 meeting: Saturday June 27, 2015.
- c. Fall 2015: October 2015 convention.
- l) Adjourn: motion from Smith, Winslow 2nd, all accepted; meeting adjourned.

Respectfully submitted by Allen Young, Secretary; September 30, 2014. Revised October 4, 2014.

Action Items:

Actions from Previous BoD Meetings	Assignee	Target Date
Search/recommendations for new Model Committee Chair (replacement for Bill Barringer) –will be Elliott	BoD	Complete
Submit formal strategy to BoD for future building and funding plan <ul style="list-style-type: none"> • First step will be Building Fund solicitations • Second step will be business plan—to be reviewed by Young and others 	Smith	In progress
Advertise for helpers for Company Store in future Short Blast/Sentinel mailing(s)	Close	Ongoing
Check TechSoup for fundraising info	Winslow	Complete
Modify policy re membership database to immediately flag delinquent/ inactive members who haven't paid dues by their due dates. Current policy keeps them active for 90 days past due.	Hubler	Complete
Perform audit on membership database; see if former automated status report sheets with macros can be re-applied	Young	December 1, 2014
Write general governance SOPs for Archives	Fry, McEvoy	12/31/2015
Contact Harwoods re presentations at 2015 Eastern mini-con	Rice	12/31/2014
Redo latex mold for making reproductions of Young's B&O brass diesel emblem for Company Store sales (first mold tore after first use)	Tilley	TBD
Come up with fundraising ideas for archives building	All	Ongoing
E-newsletter proposal	Freeman	June 2015

Actions from Latest BoD Meeting	Assignee	Target Date
Send revised budget to BoD	Winslow	Complete
Search/recommendations for new Sentinel Editor (replacement for Harry Meem)	BoD	Q1 2016

Actions from Latest BoD Meeting	Assignee	Target Date
Discuss B&O Modeler situation with Ben Hom	Freeman	6/27/2014
Explore 2017 annual convention possible venues	Freeman	6/27/2014