



## Board of Directors Meeting Minutes May 15, 2015; Scheduled Start 7:00 PM

Actual start was 7:05 PM.

Attendees (BoD members in **bold text**):

In person: Craig Close, **Bruce Elliott, Nick Fry, Bob Hubler**, Dave Moore, **Mike Shylanski, Greg Smith, George Stant, Chris Winslow, Bob Witt, Allen Young**

Phone: **Wade Rice Jr.**

Proxies: None

Absent: **Henry Freeman, 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. All accepted as given.
  - C) Membership Report – Hubler:
    - a. Winslow asked about renewals expected by end of our fiscal year.
    - b. Fry asked about use of web site for new members. Most are still paper forms.
    - c. Accepted as given.
  - D) Committee Reports:
    - a. Publications Committee:
      - i. *Sentinel* – Smith: 2<sup>nd</sup> quarter 2015 issue on time. 3<sup>rd</sup> quarter expected to be out in July.
      - ii. 2016 Calendar – Smith: Done, we will start selling it at the 2015 Western (Lorain OH) mini-con.
      - iii. B&O Modeler – Smith: Stant to remove from web site. Have had nothing produced based on schedule provided by Hom to date. Someone volunteered to help, sent his contact info to Hom, have had no follow-up since. Should only reference as a CD product for sale until such time that we have a new editor for it.
    - b. Archives – Fry: Goldsmith collection almost catalogued. Physical plant at WHQ repairs being done by Mike Watnoski. Per Winslow, Barnard photos should be next photo cataloging focus. Fixing some mistakes made early on with catalogued drawings. Developing workflow to minimize # of drawings on the

- table to minimize damage risk. Purchased a 2<sup>nd</sup> Epson photo scanner, and new Brother all-in-one printer with 11 x 17 flatbed scanner. Could use more people.
- c. Fundraising/Archives Building Fund Project – Smith: Has donor plaques ready, will be mailed out. Stumbling block on business plan, don't have a facility to do fundraisers. Also need to determine who we go after for grants. Asking BoD to think of 3 ways to raise funds.
  - d. Convention Committee:
    - i. 2015 Eastern (Philadelphia area) Mini-con – Rice: Coordinating jointly with Reading Company Technical & Historical Society. Date is Saturday August 8. Location is St. John's United Methodist Church in Ivyland PA. Cheltenham Hills Model RR Club in nearby Elkins Park PA will do an open house for attendees afterwards (5 – 7 PM). RCTHS is advertising it in their Crusader newsletter.
    - ii. 2015 Western Mini-con – Smith: Lorain OH, Saturday May 16.
    - iii. 2015 Annual Convention – Smith: Cleveland OH, September 17-20. Young to finalize flyer with Andy White; needs to go out with 3<sup>rd</sup> quarter Sentinel (July).
    - iv. 2016 Annual Convention – Freeman: Buffalo NY/BR&P territory. Brian DeVries will be on point. Freeman and White to meet with him to discuss.
    - v. Nothing yet on 2016 mini-cons. Freeman and White looking to sign 3-year contracts for potential venues in the Baltimore area for future Eastern mini-cons.
    - vi. 2017 and future Annual Conventions – Smith: Model after PRR Society (1-day tour followed by almost all presentations/clinics; 3-city cycle), and then every 4<sup>th</sup> year at a different location with tours. Presently considering Cincinnati, then Cumberland, and then Baltimore (for Society's 40<sup>th</sup> anniversary).
  - e. Sales/Company Store – Close: Still holding tight on inventory. Doing approx. 6 – 7 orders/week. Get a 3-figure order maybe every couple of weeks. Fry working on a new JJ Young photo book, probably ready by spring 2016, WV University Press. Terry Arbogast doing a \$65 book with 16 color pics and 60 B&W. 2<sup>nd</sup> book also planned. We could do a book on non-revenue based on Barnard's material, Next 10-year batch of *Sentinel on CD* now ready for sale. Elliott working on Arcadia book (under contract) re. Pittsburgh division. Manuscript due in spring 2016, to be out by December 2016.
  - f. Model Committee – Smith/Elliott: Intermountain planning F-3 Phase IVs, though fans need to be corrected. Bachmann doing a Q-3 Mikado, 1930's era. SMD interested in doing B&O #600 – 659 baggage cars, Smith may have a source for

drawings. Freeman has talked to Jim Mischke about future B&O modeling project direction with manufacturers. Elliott added info to spreadsheets from Smith on cabooses, steam and some freight cars with input from Hom, Witt and Hubler. Trying to do diesels next. Once done, will be posted on our web site. MJB Models doing “HO” Tower, also considering “GA” Tower at Garrett PA. Working with Terry Terrance to do whistle posts in HO scale. Contacted MJB and Sound & NW LLC (showed sample resin castings) to do “KG” Point of Rocks MD Tower, which B&O Yahoo Group voted 10-1 in favor. MJB would charge just over \$100 retail, needs minimum of 20 reservation orders, and need more details before taking on. S&NW very interested in the tower project, and also considering doing tunnel portals, conduits, etc. Need to see financial proposal to do this as a 12-month exclusive, so we don’t compete with regular retail. Elliott and Don Barnes haven’t come up with any drawings of “KG”; just have photos. Ed Sauers wants to re-release his decals. F&C indicated at Timonium show that they’d like to be a vendor at our Cleveland convention in September. Jody Shaw from WMSRR via White would like N-43 covered hopper model on HO scale (they have the real car in Cumberland). Contacted Kadee to inquire—no response yet. Kadee will want to do 600 copies most likely. Ken, from SMD is interested in doing head end cars of various classes of the same length body, thus expanding the marketing possibilities of a single length car. BLI doing a B&O quad hopper W-2b (‘b’ has Duryea underframe) which is correct for B&O although wrong for other railroads.

- g. B&O Employee Interviews – Shylanski: Did a road trip to Lexington KY in March with Jim Sell, a 97-year-old former B&O division manager for an hour. Hays Watkins also being considered. Hard to line people up and time is short.

E) Old Business:

- a. Youth Outreach – Smith: Student Historical Writing Challenge sent to numerous organizations, hasn’t heard anything back yet.
- b. New Sentinel Editor – Smith: Co-editors – Ed Young (Editor) and Ken Wing (Managing Editor). Both currently working with Meem on Q3 2015 issue. Smith helping to get more article leads, asked rest of BoD to do same and send to Ed Young.
- c. Elections 2015: Fry will handle this year. Ballots need to go out with 3<sup>rd</sup> quarter Sentinel (July) since annual convention is mid-September. Updated bios due to Fry by June 20. Shylanski to send copies of latest bios from last year for officers to Fry.
- d. Amherst MA 2016 - Smith: Only 1 interested respondent so far. Will drop if insufficient interest.

- e. Outreach 2015 – Smith/Fry: National Train Day in Martinsburg WV was poorly attended—also listed for September 9, not sure what it is. Amtrak not providing as much investment in it (out of funds). NMRA Michigan division doing a conference the week before our annual convention in September in South Bend IN.
- F) New Business – Smith:
- a. Volunteer survey for new HQ/archives site – Smith: Fry found some possible sites in Martinsburg WV, we think probably too far for our local Baltimore volunteer base. Will draft a survey to find out what our existing and potential volunteer would do. Close suggested sending it to all members via a Sentinel mailing.
  - b. Approval of Additional Off-site Archival Storage –Fry/Winslow: Running out of space, Washington IN divisional and car shop material takes up a significant amount of space, and hasn't yet been catalogued. Other projects are considered more useful and value. Wants a climate-controlled, secure, on shelves, off site location. Prices for 10 x 20 are in the \$250-ish per month range. Should budget \$3600/year. Would also have to purchase furniture for it. Society has the financial resource to afford it—question is do we spend it. Distance away is also a factor...might get cheaper storage farther away from Baltimore area, but has other costs when distance is more than 50 miles away, unless it's material that will rarely need to be accessed. Smith suggested doing a triage to determine what to offsite or not. Winslow moved that Treasurer be directed to allow additional \$3600 be added to Archives budget next year for off-site storage. Fry amended to include investigation of other sites, triage of material for candidacy to move off site.
  - c. Publication Chair – Smith (suggested by Freeman): Meem has agreed to fill the position. Will provide oversight for all publications (Sentinel, Calendar, B&O Modeler if it is resuscitated, etc.).
  - d. Marketing and Public Outreach Chair for promoting the Society – Smith: Need to recruit a volunteer.
  - e. Special service awards – Smith: Award (plaque) for Meem. Certificate of recognition for Mike Watnoski. Also Dan Huggins, Bill Cramer & Mike Lytle.
  - f. Formal business policies & processes (Ralph Barger was right!) – Smith: Started a policy book years ago, went on the shelf. New building policy effective June 1, 2015. Need 3 Directors – Shylanski, Witt volunteered. Ask Tilley.
- G) Action List Update - Young: See revised list at bottom of meeting minutes.
- H) Next BoD Meetings - Smith:
- a. Fall 2015: Thursday September 17, 2015, 1 PM, Annual Convention, Cleveland OH.

l) Adjourn: Motion from Smith, all accepted; meeting adjourned.

Respectfully submitted by Allen Young, Secretary; June 19, 2015. Revised July 3, 2015.

**Action Items:**

<b>Actions from Previous BoD Meetings</b>	<b>Assignee</b>	<b>Target Date</b>
Perform audit on membership database; see if former automated status report sheets with macros can be re-applied	Young	September 2015
Submit formal strategy to BoD for future building and funding plan <ul style="list-style-type: none"> <li>• First step will be Building Fund solicitations from membership--complete</li> <li>• Second step will be business plan—in progress—to be reviewed by Young and others</li> </ul>	Smith	July 16, 2015
E-newsletter proposal	Freeman	June 2015
Write general governance SOPs for Archives	Fry, McEvoy	December 2015 (working draft in progress)
Search/recommendations for new Sentinel Editor (replacement for Harry Meem)	BoD	Complete
Explore 2017 annual convention possible venues	Freeman	September 2015
Advertise for helpers for Company Store in future Short Blast/Sentinel mailing(s)	Close	Ongoing
Come up with fundraising ideas for archives building	All	Ongoing
Outreach	BoD	Ongoing
Drop 2008-2010 B&O Modeler issues from web site and sell via CD going forward, and leave 2011 to the present on the site (going forward, only latest compete current year will be available online).	Stant	Completed
Research utility cost increase	Winslow	Completed 2/4/2015 (see email from Winslow)
Obtain 2016 calendar photos from John King	Meem	Completed 2/28/2015
Ask Lytle/Cramer about outreach venue opportunities in Ohio	Smith	May 2015
Attempt re-castings from latex mold taken from Young's B&O brass diesel emblem (first attempt didn't take)	Tilley	May 2015
Fund Raising via Food Chains, Etc. - VP of Finance (Stant) to explore and execute this generically; Young to	Elliott, Smith, Stant, TBD,	September 2015

<b>Actions from Previous BoD Meetings</b>	<b>Assignee</b>	<b>Target Date</b>
contact Giant, Elliott to contact Kroger, TBD to contact Safeway as part of the exploration; and once done, Winslow, Stant & Smith will execute. Winslow/Stant already did smile.amazon.com.	Winslow, Young	
Register with Guidestar	Smith, Winslow	September 2015
Seek permission to reprint Edson's <i>B&amp;O Steam—An All Time Roster</i> book for next <i>Sentinel</i> Editor (digital preferred)	Nevin, Close, Stant, follow-up by Smith	September 2015
Research what a tour package to the Amherst MA model train show in winter 2016 might look like	Smith	Complete – September is a go/no-go point
Post Form 990 on web site	Stant, Winslow	Completed February 2015
Research which B&O stations/towers were Plan A, B. C. etc. and document what exceptions/mods were made to make them correct for specific locations	Elliott – will need access to archives photos	TBD
Post final/approved BoD meeting minutes on web site (starting with minutes from September 2014 meeting, less executive session notes—Young to create edited version suitable for posting to web site)	Stant, Young	Complete
Need feedback on outreach events on what the BORHS needs to provide	BoD	Ongoing

<b>Actions from Latest BoD Meeting</b>	<b>Assignee</b>	<b>Target Date</b>
Assemble 2015 election bios and ballots in time for 3 <sup>rd</sup> quarter <i>Sentinel</i> (early July)	Fry	Complete
Draft an Archives volunteer survey to find out where our existing and potential new volunteers would be willing to go (e.g., Martinsburg WV vs. Baltimore area), and send in a future <i>Sentinel</i> mailing	Fry	TBD
Conduct triage of archives material to determine what to store offsite	Archives Committee	TBD
Recruit a volunteer for Marketing and Public Outreach Chair for promoting the Society	BoD	December 2015
Write formal business policies & processes. Ask Tilley if he will participate (update: he agreed).	Shylanski, Witt	May 2016