



Board of Directors Meeting Minutes September 17, 2015; Scheduled Start 1:00 PM

Actual start was 1:00 PM.

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

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

Phone: None

Proxies: None

Absent: **Chris Tilley**

- 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.
 - a. Budget:
 - i. Proposed we fund building search/studies out of general fund and not out of the building fund. Freeman wanted to know if it makes more sense to propose a balanced budget (not a deficit as predicted due to building studies). Smith recommended show a line item as a transfer of \$5K from savings. Winslow motioned to remove \$5K from account 2652, with account 1010 increased by \$2800 (dues increase)—will show modest profit. All accepted.
 - ii. Winslow motioned that account 2652 building acquisition charges be funded out of retained net earnings (savings) up to \$5K. Freeman requested amendment to not hold the Building Committee to \$5K in case expenses go over \$5K (e.g., cost of inspection)—Winslow accepted. All accepted revised motion.
 - iii. All accepted budget as modified.
- C) Committee Reports:
 - a. Membership Report – Hubler: See report. Last 3 months compared to 2014 show more members dropping and fewer new members joining. Reflection of

slumping economy due to limited discretionary income to spend on hobbies. All accepted.

b. Publications Committee:

- i. *Sentinel* – Meem: Winslow funded a 40-page *Sentinel* for 2016 budget. 4th quarter 2015 issue to be in the mail by 2nd week of October. Will start with larger *Sentinel* 1st quarter 2016, mail by 1st week of January 2016. Freeman wanted Meem to confirm that he had enough material for a 40-page *Sentinel*, which he does. All accepted except Stant, who abstained.
- ii. 2017 Calendar – Meem: Has photos. Proof will be ready late March/early April. Asked everyone to help garner suspects who have photos for 2018.
- iii. *B&O Modeler* – Meem: Has 2 - 3 qualified candidates for editor's job in mind. How it will be made available digitally is up to the BoD. Winslow noted that current web page does not accommodate a members-only (login) area; will discuss in Q1 2016. Proposed that for now we post it for free on the site (available to all), with caveat note that in the future it will only be available to members. Meem suggested we wait until winter 2017 BoD meeting to decide how to offer it. Close noted that we've already established a precedent on the web site. Stant noted that when Griffin was editor we had a link to it from the web site for 2 years and then they dropped off (available for sale on CD thereafter). Per Smith, some material sent to Ben Hom was intended to be public domain, so we'll do those pieces first.

- c. Archives – Winslow: See Fry's report. Moving along well with PastPerfect. Cataloguing Goldsmith collection and drawings, emphasis on BR&P since the 2016 annual convention will be in that region. Got someone who was interested in obtaining archive material copies to join as a member since it was cheaper for him. Freeman noted that the software makes it easier to show catalogue of materials with thumbnail pics, so should help us sell material easier. Smith reminded everyone that people can come to the archives other than just monthly archives weekends, with some advance notice, so a volunteer can let them in when mutually convenient.

d. Convention Committee:

i. Mini-cons:

1. 2015 Western (Lorain) - Freeman: Went well, Cramer & Lytle will likely do it again for 2016.
2. 2015 Eastern (Philadelphia area) Mini-con – Rice: Went well overall.

3. 2016 Western Mini-con – Freeman: Tentatively Saturday May 14, 2016. John Howard to organize in Lexington OH.
 4. 2016 Eastern Mini-con - Freeman: Looking to do in Baltimore MD area.
- ii. Annual Conventions:
1. 2016 Annual Convention – Freeman: Buffalo NY, B&O Buffalo Div./B&S/BR&P territory. Freeman and White working on it. Brian DeVries will be on point.
 2. 2017 and future Annual Conventions – Freeman: Model after PRR Society (1-day tour followed by almost all presentations/clinics; 3-city cycle), and then every 4th year at a different location with tours. Presently considering Cincinnati, then Cumberland, and then Baltimore (for Society's 40th anniversary in 2019). Do more advanced contracts with hotels.
- e. Sales/Company Store – Close: Maintaining a small inventory. Cramer/Lytle in OH would like more supply than they are getting. Sales have remained small overall; get occasional spikes but generally 4 – 6 orders/week. Reprints not moving, most people who wanted them have them by now. Smith suggested we print on demand to reduce inventory. CD sales are also winding down (new PCs don't come with a CD drive by default). C&O Society providing content on a credit card-size flash drive. Need to resolve the Dennis Fulton print situation...Witt asked about scanning his masters. Removed the plea for help from Sentinel sales flyer; has 2 volunteers--David "Bear" Brigham, and Grant Berry has been learning the entire store operation. Terry Arbogast's B&O west of Cumberland MD book (460+ pages) coming out next 6 months.
- f. Model Committee –Elliott, Freeman: Terry Terrence was trying to do 3D printing whistle posts in HO, decided to stick with O-scale. Sound & Northwestern LLC doing KG tower (Point-of-Rocks), expects to be ready by January 2016. BTS doing wooden fire hose houses in HO scale with decals. Also collecting info on Belington WV freight house. Smith noted that whatever projects are being considered that the Society might get involved with, to consider if it's a one-off or something that was used in multiple locations on the B&O—latter of which would sell better. Witt commented on O-48 gondola project being worked on by Jim Mischke. Per Meem, Could do article in *B&O Modeler* about the model and do a related historical piece for the Sentinel. Per Smith, Rapido doing FA ALCO diesels. We need to take proactive approach and tell them how the number boards were done (e.g., 811 on front A unit, 811A on rear A unit). Freeman suggested we create a form letter to send to model manufacturers letting them

know how we can help them—Smith asked Freeman to draft. Walthers doing B&O Strata Dome and Observation car circa 1950s. SMD doing I-1/I-2/I-3 cabooses (I-5 cabooses & N-34 “wagontop” hopper cars coming out January 2016). Probably won’t reissue for several years. BLI doing Baldwin “shark” diesels again. F&C has new resin N-12 open hoppers.

- g. Marketing & Outreach – Smith: Meem said we will be in Westminster MD during Christmas season. Will not take Company Store. Need to be selling model railroading & railfanning. Working with Bob Fry to set-up up a switching puzzle that we can take to events. Look outside of usual train show circuits.

D) Old Business:

- a. Action Items Status – Young (see list below).
- b. By-laws – Smith: Available on web site. Time for full-scale review; see if they are still current to the needs of the Society. E.g., Past President only stays on for a limited time in other societies, whereas ours has no limit.
- c. Policies & Procedures – Shylanski, Witt): Haven’t received any yet. Would like at least 2 – 3 months ahead of May 2016 BoD meeting date. Winslow advised that we should keep governance/policies separate from operations guides/procedures. Freeman suggested we do policy brainstorming. Smith proposed revised deadline of fall 2016. Freeman proposed drafts of procedures by May 2016, with final versions approved by fall 2016. All agreed this was a reasonable timeframe.
- d. Membership Volunteer Survey – Smith: See handout. Not a conclusive survey. Only had 2 respondents from current archives crew. Doesn’t appear that moving anywhere within 100 miles of Baltimore will cause any issues; will be more of an economic (affordability) issue, not a volunteer staffing issue.
- e. Oral History Project – Shylanski: Have a couple of prospects trying to set-up (woman yard master, male tower operator). Have conducted 7 – 8 interviews to date; only 1 has been published (Butch, car shop guy). Freeman would like to publish the rest. Shylanski said we could do that for all except possibly 1 person. Fry suggested trying a RABO meeting. Rice suggested talking to Ray Lichty for prospects. Bill Howes would be a good interview candidate.
- f. Reaffirm Dues Increase – Smith: Approved the increase effective January 1, 2016 of \$10 for all membership classes. Hubler concerned about \$10 fee we charge for *eSentinel* + paper version, which may not be enough to cover our Sentinel production costs (4/year). Winslow confirmed that we are still covered. Member applications and renewal cards will need to be revised to reflect the dues increase, with photo to Roberta (fix grammatical error at the same time).

- g. Volunteer Recognition – Smith: Mike Watnoski, archives volunteer. Consider Bill Cramer & Mike Lytle at future convention or Western mini-con. Witt suggested Ralph Barger (has an old award as Director sitting at WHQ) but he has been difficult to reach per Smith.
 - h. Elections 2015 - Fry: Expecting some ballots today to be hand-delivered.
- E) New Business – Smith:
- a. Building Acquisition Project – Smith: Carroll County, former elementary school/senior citizen center, 10,000 sq. ft. building. 2.5 acres, 45 parking spaces, very restrictive zoning for non-profits. Initial minimum opening bid was \$300K, which was too much for the Society. Owners may be open to reasonable offers (hopefully for less than \$300K). Has space for all we would need. File cabinet would have to go in basement on concrete floor. Officers agreed to hire a building inspector. Has no sprinkler system, may become an issue. Elevator maintenance likely to be expensive.
 - i. Hubler reminded that we should provide status of fundraising goal to membership. Smith will handle in future mailing.
 - b. Proposed Advisory Board Members – Smith: Per Fry, Cindy (CSX) promoted so is not available. Smith proposed Ray Lichty as advisory member effective September 19, 2015. All approved.
 - c. \$500 donation to Age of Steam Roundhouse – Smith: For restoration of former BR&P 0-6-0 steam locomotive. All approved.
 - d. Freeman: Gerry White's support for Andy White as Convention Chair. Suggest we send her a note and flowers.
 - e. Valuation Maps – Fry: Steve Tichenal digitizes old railroad maps; now doing valuation maps, railroad historical society collections. Also does work for National Archives, which has thousands of pages of B&O maps. Needs a partner. Dr. Bob Holtzweiss, who runs the George Bush Memorial Library, is also involved. Working to scan B&O Chicago Terminal maps (175 sheets) as a proof-of-concept. Once we have them, we can do what we want with them (no copyright issues with government records). Currently no financial commitment from us. Would apply for grants first.
 - f. Society junk to give to kids – Meem: Wants pencils, erasers, etc. for outreach.
- F) Next BoD Meetings - Smith:
- a. Winter 2016: Saturday February 6, 2016; 5 PM at WHQ, Arbutus MD. Food will be provided.
 - b. Spring 2016: Friday May 13, 2016; 7 PM (tentative) at or near Western Mini-con location (Lexington OH).

- c. Fall 2016: TBD on a Thursday afternoon prior to Annual Convention in Buffalo NY. Considering hotel next to where Buffalo Bills football team plays in Orchard Park NY (on weekend when Bills are not playing at home).

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

Respectfully submitted by Allen Young, Secretary; October 9 2015. Revised October 20, 2015.

Action Items:

Actions from Previous BoD Meetings	Assignee	Target Date
Advertise for helpers for Company Store in future Short Blast/Sentinel mailing(s)	Close	Completed
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 Sentinel mailing	Fry	Completed September 2015
Ask Lytle/Cramer about outreach venue opportunities in Ohio	Smith	October 2015
Attempt re-castings from latex mold taken from Young’s B&O brass diesel emblem. Will try flat casting it again (had switched to vertical to prevent bubbles but it leaked).	Tilley	November 2015
Perform audit on membership database; see if former automated status report sheets with macros can be re-applied	Young	December 2015
Seek permission to reprint Edson’s <i>B&O Steam—An All Time Roster</i> book for next <i>Sentinel</i> Editor (digital preferred)	Nevin, Close, Stant, follow-up by Smith	December 2015
Recruit a volunteer for Marketing and Public Outreach Chair for promoting the Society <ul style="list-style-type: none"> • Grant Berry - tentative 	BoD	December 2015
Submit formal strategy to BoD for future building and funding plan <ul style="list-style-type: none"> • First step will be Building Fund solicitations from membership--complete • Second step will be business plan—in progress—to be reviewed by Young and others 	Smith	January 2016
Register with Guidestar	Smith, Winslow	January 2016
E-newsletter proposal (marketing), pending	Freeman	March 2016
Write formal business procedures.	Each functional area owner to write; review	Drafts by May 2016 (prior to Western Mini-

Actions from Previous BoD Meetings	Assignee	Target Date
	by Shylanski, Tilley, Witt	con/BoD meeting); Final versions by fall 2016 (prior to annual convention)
Write general governance SOPs for Archives	Fry, McEvoy	TBD (working draft in progress)
Come up with fundraising ideas for archives building	All	Ongoing
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	Ongoing
Conduct triage of archives material to determine what to store offsite	Archives Committee	Ongoing

Actions from Latest BoD Meeting	Assignee	Target Date
Revise 2016 budget to balance it	Winslow	Completed 9/22/2015
Arrange for professional building inspection of former elementary school/senior citizen center in Carroll County	Smith	October 2015
Confirm new <i>B&O Modeler</i> editor	Meem	December 2015
Create a form letter to send to model manufacturers letting them know how the Society can help them	Freeman	December 2015
Set-up up a switching puzzle that we can take to outreach events	Meem, Bob Fry	December 2015
Review By-Laws for proposed changes – check web site	All; send to Young for collection	January 2016 (prior to next BoD meeting)