



Board of Directors Meeting Minutes June 4, 2016; Scheduled Start 11:00 AM

Actual start was 11:08 AM.

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

In person: Dale Corn, Craig Close, **Bruce Elliott**, Ray Lichty, Al McEvoy, **Mike Shylanski**, **Greg Smith**, **Chris Winslow**, **Allen Young**

Phone/Skype: **Henry Freeman**, **Nick Fry**, **Wade Rice Jr.**, **George Stant**, **Chris Tilley**

Absent: **Bob Hubler**, **Bob Witt**

- 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. Made one mortgage payment so far, due the 27th of each month. Sooner we can move from existing facility to new one, the sooner cash flow will improve. No property tax since the Society is a non-profit. All accepted as given.
- C) Committee Reports:
 - a. Membership Report – Hubler: See report emailed earlier in the week. Added 43 members but lost 68 members over the last 6 months. Need to consider strategies to address. See new business re historical society check group. Fry suggested calling people who aren’t renewing after final notice letters; will contact Hubler to discuss. Per Close, contact info in membership database not reliable. Freeman suggested we reach out to members requesting updates (census update). Stant noted that sharper drop-off could be due to dues increase, as well as aging of members. All accepted as given.
 - b. Convention Committee - Freeman: See report emailed on 6/3. Western mini-con site for 2017 already selected.
 - c. Publications Committee:
 - i. *Sentinel* – Smith: On time and on schedule. Ed Young & Ken Wing getting spun-up on publication business with Roberta Poling.
 - ii. Calendar – Smith: 2017 calendar is out. Have material for 2018. Working on material for 2019 – 2021.

- iii. *B&O Modeler* – Smith: Back in production, have 5 more articles. The Nickel Plate Road Historical and Technical Society posts their modeler mag for free—may want to revisit how we continue to provide them.
- d. Community Outreach – Smith: Frederick MD event not well promoted or attended. Rice reached out to Collingdale HS—not very responsive. Smith & Freeman to attend St. Louis RPM meet. Spencer NC steam event planned for summer 2017.
- e. Archives – Fry: Scott Griffith, former employee of B&O Chicago Terminal RR, lives in Portage IN. We purchased valuation maps that he had saved from being trashed. Has another collection bought on eBay on CI&W. Scott has other material—hoping we can acquire more as related to B&O. Scott currently out of work which is why he’s selling. Bought some materials from Bob’s Photos at RPM meet in Malvern in March. Not accepting new research requests until the move is complete. McEvoy suggested adding a comment about our move to the web site (Stant to do). McEvoy: Move target is 7/31. Will solicit estimate from commercial mover soon. Working on resolving shelving size requirements for new facility. Working within \$10K budget. May have Society volunteers move some high-value items, and have mover handle the rest. Lichty has some shelves to add to the library room when we’re ready. Winslow noted that floors need to be stripped and waxed before items are moved in place. Has a plan for moving like items to same locations, so will be better organized. Planning space for future shelves. Per Winslow, will place file cabinets directly on the floor (no pedestals). Will also add water sensors to the floor to tie-in with alarm system. Need volunteers to help with a number of projects (packing, painting, etc.)—need to promote to membership (Stant to add to web site). Have about 80 boxes already packed.
- f. Elections/By-laws - Tilley: Dale Corn and Tom Dupee to replace Tilley and Rice as director candidates. Assuming all officers are running again. Will use previous bios unless changes are submitted.
- g. Sales/Company Store – Close: Per Elliott, Arcadia Publishing book on Pittsburgh division going to print on 10/6/2016—no release date yet. S&H fee that we charge is slightly over postage cost, not sure it covers handling cost. Orders very slow (none last week). Did approx. \$300 at Western mini-con in Lexington. Did very little at last Timonium train show. Sales still cover archives facility rent. Prepping new facility for new Company Store location—could move before June is out. New book coming out with JJ Young photos. Need to consider new revenue sources since modeling is flat and reprints are not selling.

- h. Model Committee – Smith/Elliott: Rapido doing RDCs and FP2 A/B units. BLI doing RS-16 sharks in later 1960s B&O paint scheme. Jim Mischke to assist but won't be part of model committee. Walthers unlikely to do another B&O passenger train, last Capitol Limited set from late 1950s hasn't sold well, with the possible exception of the deluxe versions of the cars. Intermountain former C&O 1937 AAR boxcars with deco ends (1960s car for B&O) listed but no date yet. Mark Bandy doing 'HO' tower, Hancock WV. Working with Mark on 12 x 15 through 12 – 18 foot size towers. Hopefully will be able to customize from there. Laser model of Belington WV station being done by BTS, which is a model manufacturer there. 'KG' tower at Point of Rocks MD coming out soon by Sound & Northwestern LLC.

D) Old Business:

- a. Action Items Status – Young (see list below).
- b. New Building – Smith: See report emailed from Smith in May. 4/27 closing completed; included drawings to original building and modifications. Mold remediation done. Will try to get ceiling tiles in basement back in before file cabinets are moved. Removed unwanted plumbing fixtures. Tilework s/b done in 2 weeks. Elevator checked yesterday, has minor leak, tech said to start using it, will cost \$700 for thorough check, then need state certification. \$300/year plan for twice yearly inspection. Running internet, phone and electrical connections. Company Store and vault room will be done in 2 weeks. Alarm company coming in on 6/13. Current landlord has received notice – lease end date is 8/1/2016.
- c. Fundraising – Lichy/Smith: Smith wrote letters to 30 largest firms in Baltimore area—not a likely source of funds. Some people have indicated interest in pledging stock, need a process for doing it with follow-through by donors. Introducing the 300 Club. Leverage auditorium for presentations for fundraising. Lichy and Fry have had discussions—room naming campaign successful so far, have a few others left to name. Stant has been making changes to web site to bring it up to date regarding status of building acquisition. Lichy recommends a formal and comprehensive fundraising plan (not on web site).
- d. Policies & Procedures Handbook – Shylanski/Tilley: Received copies of major documents, solid basis for what we need. Consider how food, coats, drinks, etc. will be handled in work areas. Need to emphasize people, health and safety. Winslow recommends that Committee review, propose changes to submitters, and let them make the changes. Still missing some drafts (Treasury, Membership, Marketing, Volunteer Recognition). Vote on final drafts at Buffalo convention.

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- e. Recognition of Volunteers – Smith: Per Fry, consider Rich Lind. Per Smith, consider Grant Berry.
 - f. Proposals for Next Budget – Smith: Submit to Winslow. Adding new line item for community outreach, facility maintenance (e.g., lawn cutting).
- E) New Business:
- a. Potential Society Publications - Freeman/Fry: Scott Griffith valuation maps, archives valuation maps. Hope to have something available to membership later this year. Scott has additional B&OCT material, need to see rest of collection, hoping to do a B&OCT book, probably 2 – 3 years out.
 - b. Marketing and Public Outreach Chairperson – Smith: Working on enlisting a candidate. Lichty noted that job is really 2—public outreach and soliciting funds/grants. Corn knows a potential candidate. Need someone skilled at making/maintaining personal contacts. Also need social media skills. Fry noted AASLH may provide some guidance—will investigate. Fry noted that many Facebook contacts are approx. 20 years younger than average membership age—need to figure out how to turn them into members. There are several other B&O fan Facebook groups out there.
 - c. President of N&W Society wants to establish forum for officers/directors of other historical societies to discuss declining membership issues. Rice suggested we limit our participation to President and VPs. Fry is already on it.
- F) Next BoD Meetings - Smith:
- a. Fall 2016: Thursday September 15, 2016, 11 AM prior to Annual Convention in Buffalo NY, Adams Mark Hotel.
- G) Adjourn: Motion from Smith, all accepted; meeting adjourned.

Respectfully submitted by Allen Young, Secretary; June 12, 2016. Revised June 18, 2016.

Action Items:

Actions from Previous BoD Meetings	Assignee	Target Date
Recruit a volunteer for Marketing and Public Outreach Chair for promoting the Society <ul style="list-style-type: none"> • Grant Berry - potential 	BoD	In progress – target September 2016
Submit grant application regarding new building to CSX – started late February 2016; all completed except Project tab – suggest use for basement remediation work.	Fry, Young	June 2016
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	Summer 2016
Ask Lytle/Cramer about outreach venue opportunities in Ohio	Smith	September 2016
Create a form letter to send to model manufacturers letting them know how the Society can help them	Freeman, Smith, Young	September 2016
Seek permission to reprint Edson’s <i>B&O Steam—An All Time Roster</i> book for next <i>Sentinel</i> Editor (digital preferred) – no response yet from Joe Nevin	Nevin, Close, Stant, follow-up by Smith	November 2016
Register with Guidestar – partially done	Smith, Winslow	December 2016
Provide archives information on towers to Elliott. Winslow has a database	Freeman, Winslow	2017 (post move)
Perform audit on membership database; see if former automated status report sheets with macros can be re-applied	Young	TBD
E-newsletter proposal (marketing), pending – dovetails with web site upgrade for eCommerce. Need someone locally based at new facility to work on this.	Freeman	TBD
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
Five and ten year goals...submit thoughts to Smith – received one from Fry	BoD	Ongoing
Write formal business procedures.	Each functional area owner to write; review by Shylanski, Tilley, Witt	Done - tracking via BoD agenda
Write general governance SOPs for Archives	Fry, McEvoy	Done
Come up with fundraising ideas for archives building	BoD	Done - tracking via BoD agenda

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Actions from Latest BoD Meeting	Assignee	Target Date
Facility move info on web site: provide status update, ask for volunteers to help (painting, packing, moving, etc.)	Stant	Completed June 2016
Submit proposals for next year's budget plan (will discuss at next BoD meeting in September 2016)	BoD	August 2016
Still need draft policies/procedures for: <ul style="list-style-type: none"> • Treasury • Membership • Marketing • Volunteer Recognition 	Winslow, Hubler, Smith	September 2016
Ask membership for census data updates	Hubler	TBD
Revisit how we continue to provide <i>B&O Modeler</i>	BoD	TBD
Create formal and comprehensive fundraising plan	BoD	TBD