



Board of Directors Meeting Minutes September 15, 2016; Scheduled Start 12:00 Noon

Actual start was 12:11 PM.

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

In person: Grant Berry, Craig Close, Tom Dupee, **Bruce Elliott, Henry Freeman, Wade Rice Jr., Mike Shylanski, Greg Smith, Chris Winslow, Allen Young**

Phone/Skype: **Nick Fry**

Absent: **Bob Hubler, George Stant, Chris Tilley, 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. Lost just over \$5K last year (less equity/CSX stock). Considering significant acquisitions, Society did well. New building rent is lower but utilities are higher, will discuss in more detail with budget discussion. All accepted as given.
- C) Committee Reports:
 - a. Membership Report – Hubler: See report emailed earlier in the week. Approx. 1300 members. All accepted as given.
 - b. Publications Committee:
 - i. *Sentinel* – Smith: On time and on schedule. Ed Young and Ken Wing sending 4th quarter 2016 to press this week. 1st quarter 2017 will be ready by end of November 2016.
 - ii. Calendar – Smith: 2018 in progress. Working on material for 2019 – 2021. Need to find some steam shots, though color getting harder to find, so my have to insert B&W as needed.
 - iii. *B&O Modeler* – Freeman: Back on track, articles coming in.
 - c. Convention Committee - Freeman:
 - i. Western 2017: Willard OH, Saturday May 20, 2017 (weekend after Mother’s Day), facility TBD
 - ii. Eastern 2017: At new WHQ, Eldersburg MD, July 15, 2017
 - iii. Western 2018: Toledo OH, date TBD
 - iv. Annual:

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1. 2017: Cincinnati OH is out since Union Terminal is going to be undergoing renovation. Will instead be joint meeting in Cumberland MD with WMHS and be more clinics-based.
 2. 2018: Cincinnati OH, assuming Union Terminal renovations are completed by then.
 3. 2019: Baltimore MD
- d. Sales/Company Store – Close: Sales run for about 3 weeks after flyer with Sentinel, then peter-out again. West End book was very popular, was primary contributor to sales this year. A bit cramped for space in the new building, will be better as we move closer to digital sales (i.e., less print, which has to be warehoused). Having discussions with Dennis Fulton; Smith will meet with him next week. Interest on B&O Yahoo group about O-48 gondola, haven't sold any yet. Will be added to next flyer with Sentinel.
- e. Fundraising – Smith: 300 Club has sold \$13K so far—planning to work on A/C replacement in basement because system isn't right after mold remediation. Also want to eliminate steam piping in basement. Travers Stavic temporarily donated a dehumidifier. Added 300 Club to donor forms which will go out with next Sentinel. Committee looking into long-term funding goals for Society; may eventually need some full-time staff.
- f. Archives – Fry/Smith:
- i. Building - Smith: Will pick up donated shelving from public library next week. Ray Lichty will be donating research materials soon. Drawing room filling up, looking for reconditioned blueprint scanner. Preparing to paint exterior. Hoping to hold building dedication in late April 2017 (20th to 27th range). Berry setting up building for visitors.
 - ii. Acquisitions – Freeman/Smith: Have track charts and maps of entire B&O system (70 rolls). Have valuation maps of midwest and trackage agreements from Chicago to St. Louis and St. Louis to Cincinnati. Dan Grone donated 4 boxes of documents, framed advertising posters that hung in stations, and other artifacts. Dennis Fulton also indicated he has some artifacts to donate. Need to start planning for donation offers going forward (keep what we want, sell what we don't). Fry to meet with volunteer crew in November 2016 to revisit/review Archives action plan to produce product.
 - iii. Internship program – Smith: Speaking with local high schools (seniors) and colleges.

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- g. Community Outreach – Smith: Young to man Society table at Collingdale PA Historical Society Day on October 15th since Wade Rice is no longer available that day. Will discuss further outreach plans at next BoD meeting.

D) Old Business:

- a. Action Items Status – Young (see list below).
- b. Policies & Procedures Handbook – Shylanski: Policies will be posted to web site, detailed procedures will not be—all approved.
 - i. Publications (Meem): See approved modifications to policy.
 - ii. Webmaster (Stant): Document is very detailed procedures manual, not a policy. Young will work with Stant to create policy statement.
 - iii. Secretarial (Young): Title should be changed to policy from procedure. Revised section 4.0—similar language needed for all other policy documents (Young to include this section with all other policy reformattings, which he will do after receiving latest source documents).
 - iv. Company Store (Close): Change title to policy. Change 1978 to 1979. Remove sections 6, 11 and 12.
 - v. Archives (Fry): Change title to policy. Change 1978 to 1979. Add some language that limits what access researchers have (section 7). Discard 3rd (last) form, and add the researcher information and who authorized it in the good form.
 - vi. Membership (Hubler): Remove procedure reference. Add sentence regarding BoD awarding life memberships.
 - vii. Mini-conventions (Rice, amended by Freeman/White): No changes.
 - viii. Annual conventions (White/Freeman): Change regarding communicating between other buses. Strike sentence regarding CPR. Revise sentence regarding covered lunch area. Add tickets with badges.

E) New Business:

- a. Bob Witt's resignation as Director – Smith: Spoke with Berry, who volunteered to fill the vacancy and also fill new role of Society WHQ Building Manager. Smith motioned to accept, Freeman 2nd. All accepted.
- b. 2017 Budget - Winslow: See report and letter emailed to all earlier in the week. Accepted as presented.
- c. B&O Museum Society Days, Oct 1 – 2, 2016 – Smith: Close heard about it via a train club. We have registered; Close and White will attend. Can display and pass out flyers, publications and membership forms but cannot sell items. Consider creating a special flyer/triple-folder for the event promoting the Society, and staple application form to old calendars and give them out.

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- d. Membership database doesn't include skills and interests – Freeman: Wants to create and distribute a questionnaire to members. May be able to use PastPerfect database. Young noted that the membership database did include interests at one time, though it was dropped to simplify updating the database and because it wasn't be utilized for any purpose.
 - e. Considering changing bank – Smith: Currently using Bank of America for checking/savings, and M&T Bank for WHQ building mortgage. Winslow investigating—M&T fees and convenience of branch locations are an issue. How membership is processed may also impact decision.
 - f. Archives work weekend sessions – Smith: Suggesting we publish specific dates than just noting 3rd weekend of each month. Fry would like a 3rd archives team lead before making that call—wants to stick with weekends to make it easier for younger people (i.e., who work for a living during the week) to attend. Smith wants to advertise next quarter's dates in next Sentinel.
- F) Next BoD Meetings - Smith:
- a. Saturday February 4, 2017: 6 PM start (after Timonium train show) at WHQ, Eldersburg MD.
 - b. Saturday July 15, 2017: 6 PM (after Eastern mini-con) at WHQ, Eldersburg MD
 - c. Thursday prior to annual convention in the fall, Cumberland MD.
- G) Adjourn: Motion from Smith, all accepted; meeting adjourned.

Respectfully submitted by Allen Young, Secretary; October 16, 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 TBD |
| 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 |
| 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 |
| Submit grant application regarding new building to CSX – started late February 2016; all completed except Project tab – suggest use for basement remediation work. <i>Update: CSX rejected the request via email on 10/5/2016—no grant monies will be provided.</i> | Fry, Young | June 2016 |
| Write formal business policies and procedures. | Each functional area owner to write; review by Shylanski, Tilley, Witt | Completed 9/15/2016 |
| Submit proposals for next year’s budget plan (will discuss at next BoD meeting in September 2016) | BoD | August 2016 |

| Actions from Latest BoD Meeting | Assignee | Target Date |
|--|-----------------|--------------------|
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|---|---------------------------|--------------------|
| Discuss reprint status with Dennis Fulton; Smith will meet with him next week. | Smith | September 2016 |
| Investigate pros/cons of changing banks | Winslow | December 2016 |
| Modify policy/procedure documents as reviewed during the BoD meeting on 9/15/2016, and reformat them to match the procedure for Secretarial | Young | December 2016 |
| Still need draft policies and procedures for: <ul style="list-style-type: none"> • Treasury • Marketing • Volunteer Recognition • Building Management | Winslow, Hubler, Smith | 2017 |
| Ask membership for census data updates | Hubler | TBD |
| Create formal and comprehensive fundraising and marketing plan | BoD | TBD |
| Create and distribute a skills and interests questionnaire to members. Need to determine where to store this information (membership database or elsewhere). | Freeman | TBD |