



## Board of Directors Meeting Minutes October 5, 2017; Scheduled Start 12:30 PM

Actual start was 12:32 PM.

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

In person: **Grant Berry**, Craig Close, **Dale Corn**, **Tom Dupee**, **Bruce Elliott**, **Henry Freeman**, **Nick Fry**, **Bob Hubler**, **Mike Shylanski**, **Greg Smith**, **George Stant**, Andy White, **Chris Winslow**, **Allen Young**

Phone/Skype: None

Absent: None

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- A) Approve Agenda – Smith. No changes, all accepted as given.
- B) Minutes of Previous Meeting – Smith: No changes, all accepted as given.
- C) President’s Report – Smith: See report emailed from Smith prior to meeting. Holiday party at WHQ scheduled for December 2, 2017. Howard County Chamber of Commerce meeting on June 5, 2018. In the works:
  - a. Howard County art students
  - b. Mt. Everett HS
  - c. Carroll County
- D) Treasurer’s Report – Winslow: See reports and letter emailed to all earlier in the week. All accepted as given.
- E) Committee Reports:
  - a. Membership Report – Hubler: See report emailed earlier in the week. Saw continuation of slower/dropping renewals which seems to be leveling off. Getting responses to 2<sup>nd</sup> renewal notices. Curious to know if we get mailings back from the 9 exchange (historical societies) members, as we send them ours. Elliott pushing Yahoo group members to visit our archives.
  - b. Publications Committee – Meem & Wing: See Meem’s report emailed earlier this week. Cliff Linton will be assisting Wing with *The Sentinel*.
    - i. *The Sentinel*: Text.
    - ii. Calendar: 2018 out, 2019 in progress.
    - iii. *B&O Modeler*: Latest issue is out.
  - c. Convention Committee - Freeman: See report emailed earlier.
    - i. Mini-cons:

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1. Western 2018: Toledo OH, tentative date May 19, 2018.
  2. Eastern 2018: World Headquarters, Eldersburg MD, tentative date July 28, 2018.
- ii. Annual:
1. 2018: Dayton OH
  2. 2019: Baltimore MD
  3. 2020: St. Louis MO
- d. Sales/Company Store – Stant/Close: Sales still down. Going with media mail as much as possible to save money. Supposedly only takes 5 days now (used to be up to 3 weeks). Second Terry Arbogast book coming out. Sold 90 books the first time. Consider ordering 50 books to start. We all need to brainstorm ideas for new sales items, else the Company Store will no longer be able to support the Archives. Best return on investment would be to create material ourselves from our collection—need volunteer help to put it together Fry suggested trying to leverage use of FineArtAmerica.com site. Corn suggested using Mohawk for print-on-demand shirts. Need to research these companies to confirm legitimacy (eCommerce, reputation, etc.).
- e. Archives – Fry/Berry: Getting new volunteers to help with PastPerfect. Getting new donations of books and materials. Has lots of thank-you letters to write. Probably will get more donations closer to December 31, 2017 so they can claim the tax deduction. More activities in the WHQ building have become a draw. Beginning to inventory the 150 boxes of material from Ohio. At least one AC unit now working in each room of the building. Working with Barger family regarding Ralph’s collection. Per Shylanski, Harry Stegmaier’s collection went to the Baltimore chapter NRHS, except B&O china and menu collection which was forwarded by the NRHS to the Society. They are also supposed to forward photo scans of passenger cars.
- a. Modeling – Elliott/Smith: See report from Elliott emailed to all earlier in the week. Nothing big coming out soon. Intermountain boxcars are still in order-taking stage. FA/FB2’s coming out shortly. Branchline Trains working on Cumbo tower (still in proposal stage). New F&C N-10 & N-13 hoppers supposed to be at Timonium show this weekend. BTS contacted by Pittsburgh group regarding several standard plan structures (Mark Bandy might be better candidate for the tower, sicne he has already produced others). Gary Deavers dwarf CPL signals available upon request.
- b. Community Outreach – Smith: See president’s report.
- c. 2018 Elections – Smith: Hubler will handle.
- F) Old Business:

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- a. Action Items Status – Young (see list below).
  - b. Policies & Procedures Handbook – Smith/Young: Still have a few pending (see action items). Young sent what’s done so far to Winslow.
  - c. eCommerce and Website – Fry/Close: We have a PayPal eCommerce account, but needs to be tested. Website changes in progress—need to work in the cloud—considering going with OneDrive (Microsoft). Can use a token from TechSoup for free technical support calls. Can set-up an eBay store account which would take that burden off of our site.
  - d. Proposed By-Law changes: Will add to ballot for 2018.
  - e. Quarterly community outreach evening meetings/presentations at Eldersburg: Try to get members involved in more than just monthly archives sessions. Sharon Harwood not an option since she and Herb don’t like to travel in evenings (too dark). Ask Ray Lichty if he would be interested in being a speaker. Reinstitute Founder’s Day Dinners, with guest speakers (February/March 2018)—Rush Loving (“The men Who Loved Trains”) may be a guest speaker. See if B&O Museum would do a joint event. Need someone local to coordinate.
  - f. Use of building for community activities: Insurance—anyone on Society property is covered by current plan; no extra riders if we cook or serve alcohol. Gas grill may hike insurance. If 3<sup>rd</sup> party wants to rent our facility we need to ask for a copy of their insurance cert, since they would be first level coverage.
  - g. Long term financial planning/revenue sources – Smith: Formed committee 19 months ago, though new building has taken priority. Now that building issues are winding down, will focus more on this. Ideas: B&O themed dinner at a local restaurant (e.g., Baldwin’s in Sykesville); excursions (Corn investigating possible trip between Baltimore & DC on MARC equipment for 2019 Baltimore convention). Poker tournaments? Need a volunteer to lay groundwork.
  - h. New advisory director: Ask Ira Silverman (former Amtrak exec)
- G) New Business:
- a. 2017 annual convention issues – White: Presented contractual challenges with WMSR and Ramada Hotel. Issue with WMSR regarding refunds if train wasn’t operating. Hotel issue regarding seemingly random cancellation of 23 room reservations.
  - b. Budget – Winslow: Assumed roof was going to cost \$40K, latest estimate is \$70K+. All accepted as given.
  - c. Vote for the record – new roof – Smith: Ira Silverman may make donation towards the roof. Freeman suggested considering a 2<sup>nd</sup> mortgage to pay for it, since appraisal of property is \$350K (cost was \$240K), so there is equity to draw on. Motions by Winslow:

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- i. Motion 1: Sign contract with S&K Roofing, Eldersburg MD – all approved.
  - ii. Motion 2: BoD directs Winslow to sell all but 100 shares of CSX stock – all approved.
  - iii. Motion 3: Payment for roof paid entirely from building (restricted) fund, with remainder to be paid from general (unrestricted) fund – all approved.
  - d. IT network \$2500 donation by Winslow: Wants a plaque to honor Gail Winslow.
- H) Next BoD Meetings - Smith:
- a. Saturday February 3, 2018 (same weekend as Timonium train show), dinner at 5:30 PM, meeting begins at 6:00 PM, WHQ.
  - b. Saturday May 19, 2018, after Western mini-con.
- I) Adjourn: Motion from Smith, all accepted; meeting adjourned.

Respectfully submitted by Allen Young, Secretary; October 10, 2017.

**Action Items:**

<b>Actions from Previous BoD Meetings</b>	<b>Assignee</b>	<b>Target Date</b>
Create a form letter to send to model manufacturers letting them know how the Society can help them	Freeman, Smith, Young	December 2017
Still need draft policies and procedures for: <ul style="list-style-type: none"> <li>• Building Management</li> <li>• IT (including Web site) – General IT pending</li> <li>• Marketing</li> <li>• Treasury/Financial – Operational procedure and budget guide pending</li> </ul> Contact Young for any questions regarding templates and formatting.	Berry, Winslow, Young	December 2017
Recruit a volunteer for Marketing and Public Outreach Chair for promoting the Society	BoD	In progress – target TBD
Five and ten year goals...submit thoughts to Smith – received one from Fry	BoD	Ongoing
Investigate alternative investment options for savings account funds, and bring report back to Board at next meeting	Smith, Stant & Winslow (tentative)	Working (Stant provided info) - TBD
Review Ed Young materials donated by his wife to see if there are manuscripts that could be published. Need someone to finish a potential book project.	Meem	Working - TBD
Send letter to Ray Morris (CSX Cumberland Terminal),	Fry	Ray Morris

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about advisory director position with BORHS		longer with CSX, have no contact info, need to recruit someone else - TBD
Test eCommerce (PayPal) on Society web site	Fry	Started
Give Corn a Society “care package” to deliver to Wick Moorman at Amtrak	Smith	Delivered, follow-up pending
Discuss reprint status with Dennis Fulton; Smith will meet with him next week. Discussed idea of digital format— Fulton probably doesn’t want to give up paper business. Need to consider alternatives (i.e., get our own clean copies that we can reproduce). Better chance to sell them if we package multiple years on one CD.	Smith	TBD
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
Ask membership for census data updates. Winslow can provide info from accounting database.	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
Install lock on china display cabinet at WHQ	Berry	TBD
Follow-up with Howard and Carroll County art societies about painting a mural on a wall of our building	Smith	TBD
Town of Mt. Airy has purchased the Mt. Airy station and will move their archives there, considering building a model layout of the B&O RR in Mt. Airy	Corn	TBD
Email everyone potential additional logos/images for web site (freshen-up the graphics)	Corn	TBD
Provide archives information on towers to Elliott. Winslow sent photos, has a database with 87 drawings.	Freeman, Winslow	Completed
Get estimates for WHQ roof repair/replacement	Berry, Winslow, Smith	Completed
Send e-copies of latest policies & procedures documents to Winslow	Young	Completed

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<b>Actions from Latest BoD Meeting</b>	<b>Assignee</b>	<b>Target Date</b>
Sell but 100 shares of CSX stock; use proceeds to pay for roof after using building fund (restricted) first	Winslow	ASAP
Test PayPal eCommerce account	Fry, Close	December 2017
Add proposed By-law changes regarding VP makeup to the 2018 election ballot	Hubler	April 2018
Need to research FineArtAmerica.com site and Mohawk to confirm legitimacy (eCommerce, reputation, etc.).	Close, Fry, Corn	TBD
Need local coordinator for presentation/outreach quarterly meetings and Founder’s Day dinner events at WHQ. Ask Ray Lichty if he would be a speaker.	All	TBD
New advisory director: Ask Ira Silverman	Smith	TBD
Photograph and catalogue Stegmaier china & menu donation	Young	TBD