



**COAST DIVISION
PACIFIC COAST REGION
NATIONAL MODEL RAILROAD ASSOCIATION
BOARD OF OPERATIONS MINUTES
July 20, 2009**

**Meeting was held at the San Leandro Historical Railroad Society,
1302 orchard Ave. San Leandro, CA**

Attendees:

Bob Ferguson	Pat La Torres	Mark Schutzer	Ted Stephens
Rod Smith	Darrell Dennis	Dave Connery	John Sing

- 1) **Call to Order** by Superintendent Mark Schutzer at 7:31
- 2) **Introduction of Guests/Guest Business:** None
- 3) **Approval of Minutes of April 6, 2009** Bob Ferguson commented that the Auction amount entered as a correction for the Jan. 12, 2009 minutes still might be incorrect and he will supply us with a more appropriate amount later. Minutes approved. (Bob submitted the following: 12/7/08 Auction Income was \$520.85 and 3/1/09 Auction income was \$349.75)
- 4) **Announcements:** Tom Crawford could not attend due to the death of his father.
- 5) **Executive Reports:**
 - a. **Superintendent: Mark Schutzer:** Mark submitted a report of items he wanted to address for discussion: It is attached as Exhibit A. Under BOO Minutes: it was decided that the Chief Clerk would prepare and pass the minutes to the Board and have the Board correct and approve for a timely addition to the web site. Under Convention Items: The Coast Division still has a bank account with a positive balance from the last PCR Convention. After discussion, Bob Ferguson will contact the Convention Treasure, Tom Blinn, and then submit a procedure for maintaining Coast Convention accounts. If the Board determines a Convention account is warranted, a by-laws change will be drafted. Under Volunteerism: Mark acknowledged Ted Stephens as the new Registration guru, and that Keith Wandry has taken over the Photo Contest duties. At this point Darrell Dennis “lost his head”, and volunteered for the open Membership position. A lengthy discussion gave Darrell many ideas for his new duties. One critical item we all agreed on was the need for Darrell to be ‘available’ at the Meet Registration desk to greet new members and guests. Under Meeting Sites: The PCR web calendar and the Branch Line were incorrect and this has been corrected. The next two meeting sites are Sept. 13 at Buchser Middle School, Santa Clara, CA, and Dec 6, 2009 Computer History Museum, Mountain View, CA
 - b. **Chief Clerk: Darrell Dennis:** No report

c. **Paymaster: Bob Ferguson:** Financial reports were provided, discussed, and accepted by the Board. Bob also submitted a Paymaster Job Description, which was discussed.

d. **Director: Rod Smith:** No report

6) **Standing Committee Reports**

a) **Auction: John Marshall:** No Report

b) **Auction Accounting: Bill Swindell:** No report

c) **Clinics – at Meet: John Marshall:** Submitted report. (Copy attached to master copy of minutes) September 2009 meet will be: 10:00am Layout Signaling – an update for today’s modeler by Kermit Paul / 11:00am .The UP in Niles Canyon – a progress report on his layout by Seth Neuman.

d) **Editor – Coast Dispatcher: Tom Crawford:** Deadline for Dispatch is **July 31st.**

e) **Meeting Sites: Steve Wesolowski: No report**

f) **Registration: Ted Stephens:** Ted asked for and was given the guidelines for handling of expenses related to door and raffle prizes.

g) **Call For Reports from Other Committees:**

i. **Achievement: Kermit Paul**

ii. **Model Contest: John Sing:** submitted a possible flyer he is working on for the AP Golden Spike Award. Model contests for the Sept. meet: Steam Locomotives, diesel & other locomotives and passenger car. Also, John wished to thank Steve Wesolowski, Mark Schutzer, Pat and Ronnie LaTorres, and all others who helped run the June 2009 Model Contest / Show Tell Tables, as John Sing was out of town on vacation.

iii. **Photo Contest: Keith Wandry**

iv. **Switching Contest: Mark Schutzer** Mark will locate the switching contest layout, and he may have a new volunteer to run the contest.

v. **Layout Tours: Dave Parks**

vi. **Membership: Darrell Dennis**

vii. **Nominations: Dave Connery** Nominations for the Coast Director position will be announced and nominations from the floor will be accepted at the Coast Meet December 6th. The election is conducted by the PCR in the Branch Line.

viii. **Publicity: Steve Wesolowski**

ix. **Quartermaster: John Marshall:**

- x. **Roundtable Facilitator: Jerry Littlefield**
- xi. **Ad hoc Committees**
- xii. **Web Master: John Sing** – web site has been updated. A sheet was passed out showing web site hits from around the world.

7) **Old Business: None**

8) **New Business:** Rod Smith submitted some samples of letters he thought might help in retaining and welcoming new members. These were turned over to Darrell for review. Bob Ferguson commented on his review and research concerning NMRA Life Members, and how difficult it was determining if they were indeed 'alive'.

9) **Next Meeting: Oct 19, 2009 at 7:30pm at the SLHRS facilities.**

10) **Adjournment: 8:46**

These minutes were approved by the whole Board via email for the purpose of early posting on the Coast Division web site.

Darrell Dennis
Chief Clerk

Exhibit A:

Coast Board of Operations Meeting
July 20, 2009
Superintendent's Report
Mark Schutzer

Transition Items

- Call boards on PCR and Coast website have been updated.
- The checking account has been updated with the Superintendent added as a signee.
- Still need to get membership roster updates distributed to Chief Clerk and Super.

BOO Minutes

- Discuss the idea of email distribution and approval of minutes to allow the posting in a timely manner.
- Note that minutes are not ready for distribution until approved.

Convention Items

- Discuss what to do with the Coast convention bank account. Do we close it or keep it open? Who do we want to have signature authority in the interim year(s) between conventions? Suggestions for signees? (Dennis and Bob)

Volunteerism

- Ted Stephens has stepped in and replaced Randy Homan at Registration
- Keith Wandry has taken over the Photo contest from Pat. Not yet reflected in Coast callboard on website.
- Our most immediate need is to identify a volunteer for Coast Membership chair. Ideas and discussion...
- Open discussion of some of the membership recruitment and retention ideas on the Yahoo "regions and divisions" group. Does the group think there are some ideas we can use in Coast?

Meeting Sites

- Current site status for the next two meets?
- Any ideas on how to avoid a repeat of the snafu of the June meeting? Discussion.

Financial

- Any unusual expenses expected in the next 3 months that warrant discussion at the Board?