

## **Train Mountain Railroad Board of Directors Meeting**

March 6, 2013

Location: Telephone Conference Meeting

### **1. Meeting called to order at 7:01 pm.**

Present: Jim Armstrong, President; Dennis Ward, Treasurer; Chuck Barnes, Secretary; Jerry Crane; Tom Watson; and, John Black (RRI)

Absent: None

Others in attendance: Jeff Pape

### **2. Special Committee Reports:**

a. **Membership Database, Dale Furseth** – No report. Dale was not able to attend the meeting.

b. **Social Media Development, Chris Donhost** – Chris was not able to attend the meeting so John provided a brief update. The required software is finished, but information regarding what is happening at TM is not being generated. This has prevented information being sent to our members on a regular basis.

c. **Library, Jim and Sabra Rickman** – Jim and Sabra were not able to attend the meeting. However, they provided a report detailing the progress they have made with the establishment of the library. A copy of the report is attached to and made a part of the minutes. A VCR, DVD player and television are needed to allow viewing of the TM collection of VHS tapes and DVD's. Dennis and Tom will let Jim and Sabra know there are existing machines that can possibly be used.

### **Recurring Business:**

3. **Secretary's Report, Chuck Barnes** – There were no further comments or additional corrections regarding the February 13, 2013, minutes that had been emailed to the Board. Motion: Approve the February 13, 2013, Board minutes as submitted. Watson/Ward. Approved 5-0.

4. **Treasurer's Report, Dennis Ward** – The Board reviewed and discussed the profit and loss report that had been emailed to the Board members. There were no suggested corrections or additions. A copy of the report is attached to and made a part of the minutes.

### **5. Status Reports From Management:**

a. **Friends and RRI, John** – (i) IRS Status. The IRS has asked Friends for additional information and it will be submitted. (ii) Track Closure Status. This is a complicated issue and we need to wait for comments from Friends attorney. TMRR should follow the attorney's advice and not take any actions that may complicate the issue. At this time, it is unknown when the track will be opened.

b. **Facilities, Jerry Crane** – Propane is the biggest utility expense. Jerry is developing a spreadsheet to list and monitor the propane usage.

c. **I.T., Tom Watson** – The Board reviewed and discussed Tom’s March 2013 I.T. report that had been emailed to the Board members. There were no suggested corrections or additions. A copy of the I.T. report is attached to and made a part of the minutes.

**6. Status Reports From Standing and Special Committees**

a. **Communications Coordinator, Russ Wood** – Russ was not able to attend the Board meeting. However, he emailed a report to the Board listing the progress for the past month. The Board had no comments. A copy of the report is attached to and made a part of the minutes.

b. **Museum and Store Coordinator, Steve Panzik** – No report. Steve was not able to attend the Board meeting. John stated that he has not received the map showing the proposed road names.

c. **Projects Coordinator, Russ and Jeff** – No report.

d. **Containerville Coordinator, Chuck Barnes** – The information needed to prepare the invoices for the annual lease payments has been emailed to Dennis. Gil Dominquez inquired on how he gets a rollup door and the tracks installed to his container. It was suggested he talk to Dennis Weaver about the door and Bill Dobbs about building the needed track panels. Gil will need to pay all associated costs. Chuck Stutts told Chuck that he sold his interest in a container to Dale Taylor. This means Container No. 12 is available for lease. Chuck Barnes and Matt Monson are next on the list for a container. Chuck indicated he and Matt would lease No. 12. Chuck has not been able to contact Geoff Robinson about his \$1,000 deposit for a container. If he does not want a container, Jeff Pape is next in line.

**Old Business:**

7. **Membership Packets, Tom and Dennis** – It cost around \$500 to prepare and mail the packets. Postage was the biggest expense. Jim will recognize all who assisted with the membership packets in his Gazette article.

8. **Gazette and Board Meeting Schedule, Jim** – A proposed schedule had been emailed to the Board. Jim asked the Board to review and email him with their comments. A copy of the proposed schedule is attached to and made a part of the minutes.

9. **Speakerphone / Telephone System, Tom** – Tom’s March IT report contained sections concerning the Polycom Phone and TMRR Conference Calls. Based on Tom’s report and discussion by the Board members, it was decided Verizon and Straight Talk was the best alternative. This system is portable and can be used at any location with Verizon service. The cost for this system will be a Friends – Custodian expense. Motion: Proceed with the Straight Talk system, purchase a Polycom device, and use the \$15.00 per month Verizon plan. Ward/Barnes. Approved 5-0.

10. **Responses Received for Social Media Content Coordinator (Communications Coordinator), Tom and Dennis** – No responses have been

received. Following discussion the Board agreed it is very important to let the members know what is being done at TM. Jim will talk to the Rickman's to determine if they have interest in assuming the Social Media Content Coordinator.

**11. All Meet Registration Fees for Empire Builder Type of Membership, Jim** – The Board agreed that the “All Meet Registration Fee” includes only two adults. Additional fees will be required for additional adults and guests. All premium memberships are “family” memberships.

**12. Work Projects for Volunteers at Upcoming Meets, Jim** – Jerry requested he be notified of any specific projects that need to be completed during the Kitsap workweek. During the Kitsap workweek Jerry will determine if volunteers can do any facilities projects during future workweeks. There should be an article in the Gazette, at least a month in advance, discussing the projects to be completed during a specific workweek. On Saturday morning of the workweek, a list of the proposed projects should be available. John's list of Volunteer Projects is attached to and made a part of the minutes.

**13. On-Site Resident at TM, Jim** – Jim will email the Board members a draft criteria for the on-site resident for review and comment. It was suggested that the on-site residence be “non-smoking”

**14. Other Old Business.**

a. **Review of the Campground Policy.** A copy of the existing policy had been emailed to the Board members for their review and comment. Comments are to be emailed to other Board members prior to the April 10<sup>th</sup> Board meeting. A copy of the existing Campground Policy is attached to and made a part of the minutes.

**New Business:**

**15. TM Sales Curve Discussion, John** – The graph was informational only and there was minimal discussion. A copy of the “TM Sales Curves as of March 1, 2013” is attached to and made a part of the minutes. The Board members discussed the importance of TMRR developing a relationship with other clubs and becoming a subscription member of the clubs. Unfortunately, the installation of the gate that close the north portion of TM may make marketing of TM with other clubs difficult at this time. Motion: Exchange subscription memberships with other clubs (informational only), at no cost to either club, and no privileges granted to individual members. Watson/Crane. Approved 5-0.

**16. Responses Received for Committee Volunteers, Tom and Dennis** – None have been received. Tom will provide new photos so Chris can update the TM Facebook page.

**17. Other New Business.** None

18. **Next scheduled Board meeting.** Wednesday, April 10, 2013 at 7:00 pm (Pacific Time) was set as the day and time. It will be telephone conference meeting.

19. **Meeting adjourned at 8:54 pm.** Motion: To adjourn. Ward/Watson.  
Approved 5-0.

The minutes were taken and submitted by Chuck Barnes, Secretary. The TMRR Board approved the minutes on April 10, 2013.