

Train Mountain Railroad Board of Directors Meeting

May 8, 2013

Location: Train Mountain, 36941 South Chiloquin Rd., Chiloquin, OR

1. Meeting called to order at 3:05 pm.

Present: Jim Armstrong (telephone), President; Dennis Ward, Treasurer; Chuck Barnes, Secretary; Jerry Crane; Tom Watson; and, John Black (3:20 pm) (RRI)

Absent: None

Others in attendance: Steve Panzik, Jeff Pape (telephone)

2. Special Committee Reports:

a. **Membership Database, Dale Furseth** – Dale told Jim the membership programs are ready to go live. There was no significant discussion by the Board.

b. **Social Media Development, Chris Donhost** – Chris was not able to attend the meeting but sent the following by email.

“Need content for the social media. The components are in place, but a volunteer is needed to “feed the Beast”. I have not set up the Twitter account because honestly, there is nothing to Tweet! Tom has sent me some photos that I have been able to use on the FB page. Material (text and photos) is needed for the Blog & others.”

“If a volunteer is not found, I can suggest the company I use to “feed the Beast” with social media pages I manage for my business. They charge \$300 per month to send out 3 blog posts per week that also go out via twitter and Facebook. Their people get the content: turn key.”

The Board recognized there is a pressing need for a Social Media Coordinator, but had no other comments regarding the report

Recurring Business:

3. **Secretary’s Report, Chuck Barnes** – Jim had suggested two corrections to the April 10, 2013 minutes that had been emailed to the Board members. The corrected minutes were submitted to the Board. Motion to approve the corrected April 10, 2013, Board minutes. Watson/Ward. Approved 5-0.

4. **Treasurer’s Report, Dennis Ward** – The Train Mountain Railroad April 2013 Profit & Loss report had been emailed to the Board members. A copy of the Profit & Loss report is attached to and made a part of these minutes. The Board had no comments regarding the report.

5. Status Reports From Management:

a. **Friends and RRI, John Black** – No updates.

- b. Facilities, Jerry Crane** – i) The prototype handrails were tested during the Kitsap workweek and found to be satisfactory. They are being painted and will be installed. ii) John authorized \$60.00 each for the purchase of four ceiling fan that will be installed in the Hall of Flags. iii) Steve Panzik purchased three metal platforms/steps for \$450.00 and requested reimbursement. They will be used at the rotary and flanger exhibits and at the control tower near Central Station. Their metal construction and handrails will improve safety. John approved the reimbursement. iv) A record of propane use at Central Station is being kept. This baseline will be a helpful reference as energy saving measures are implemented at Central Station. v) The cost of installing passive solar systems may out weigh the benefits. Rebates and/or incentives may be available to aid in the cost. The large number of trees around Central Station will significantly reduce the effectiveness of a passive solar system. Trees will not be a problem with the Backshop. vi) The county inspected the TM water system on May 7, 2013. The county is looking for an operation & maintenance plan, emergency response plan, and a water-sampling plan. The County will send a copy of their report. Backflow preventers will be required to prevent contaminating the well. Jerry will coordinate with the county inspector on the required backflow preventers. Richard is working on a drawing of the TM water system. John will put the water system on the master plan.
- c. I.T., Tom Watson** – Tom told the Board there is nothing new to report.

6. Status Reports From Standing and Special Committees

- a. Communications Coordinator, Russ Wood** – No report. Russ was not able to attend the Board meeting.
- b. Museum and Store Coordinator, Steve Panzik** – Steve stated that the metal steps that were purchased (see 5b above) would be very helpful for access and safety at the rotary, flanger and the control tower. Delores Bartholomew has volunteered to assist with the store.
- c. Projects Coordinator, Russ Wood and Jeff Pape** – There are lots of project, but insufficient volunteers.
- d. Containerville Coordinator, Chuck Barnes** – Chuck reviewed the report he had submitted by email. Transfer Table – the Board preferred an electrical cable to a generator located on the transfer table; container tenants must install their tracks to fit the transfer table bridge; Jerry will send photos of the Kitsap transfer table. A french drain will be installed between the south and north rows and connected to the existing drain system. Jerry will develop a list of materials necessary to install the electrical to Containers 11-20. The estimated cost will be given to John for his review and action. Volunteers will install the conduit and electrical boxes, but a contractor may be needed to pull the wires and hook up the power. Jim will talk to Russ about putting an article in the Gazette to see if any of the TMRR members are Oregon licensed electrical contractors and will do the work. A copy of Chuck's report is attached to and made a part of these minutes.

Old Business:

7. **Social Media Content Coordinator, Jim Armstrong** – There has been no response to the request for a coordinator.

8. **Jack Henry’s Email About TM Information Handout** – Mr. Henry is a volunteer at the Placerville & Sacramento Valley Railroad and has been mentioning TMRR to many of their visitors. He has requested we provide an informational brochure that he can distribute. The Board agreed that a TMRR brochure would be a valuable tool. Development of a brochure was tabled until closing.

9. **No Smoking Policy** – During Tom’s review of the Oregon no smoking law, he noticed the No Smoking Policy the Board had reviewed will need some “tweaking” to conform to Oregon Law. Tom will “tweak” the TMRR No Smoking Policy and send it to the Board members for review.

10. **Rail Bike Rules, Training, & Administration, John and Tom** – Jim was the only Board member that emailed comments on this matter. There are rules in place regarding renting and using TM riding cars; the rail bike policy could be similar. This matter was tabled to a future date.

11. **Camping Area Policy Discussion and Decision, Jim** – Jerry stated up to eight RVs are permitted to dump into the existing Blue Caboose Campground sewer system. If there are more than eight RVs, they will need to hold the gray-water or TM will need to provide a dump tank(s). The new portable toilet provider only has one style of dump tank and it does not have a manhole or a RV hose port. Without these features, it may be difficult to dump gray-water into the dump tanks. Campers at 6 Acre Campground will need to hold the gray-water or TM will need to provide dump tanks.

Blue Caboose Campground donation rates were set as – \$10.00 per night for Thursday, Friday and Saturday. No fee for Sunday, Monday, Tuesday, and Wednesday. Long term volunteers (summer workers) are exempt from the \$10.00 Thursday, Friday and Saturday donation and have priority for sewer connection. Dennis will draft the campground donation rate policy and send it to the Board members for review and comment. There is no change to the lodging donation rates.

Tom will draft the TM Camping Policy and send it to the Board members for review and comment.

John approved \$65.00 per month for Wi Fi at the Blue Caboose Campground.

12. **On-Site Resident at TM, Jim** – Motion to not rent the Loft after the Fall Colors Meet. Watson/Ward. Approved 5-0. There was no discussion regarding the On-Site Resident. The Oregon Tech rental issue was tabled.

13. **Other Old Business** – None.

New Business:

14. **Other New Business** – None.

15. **Next scheduled Board meeting.** Wednesday, May 29, 2013 at 3:00 pm (Pacific Time) was set as the day and time. The meeting will be held at Train Mountain.

15. **Adjournment** – Motion to adjourn to executive Board Meeting. Watson/Crane. Approved 5-0. Meeting adjourned at 4:35 pm.

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