

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

May 29, 2013

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

## **1. Meeting called to order at 3:00 pm.**

Present: Jim Armstrong (telephone), President; Dennis Ward, Treasurer; Chuck Barnes, Secretary; Jerry Crane; Tom Watson; and, John Black (3:25 pm) (RRI)

Absent: None

Others in attendance: Russ Wood, Jeff Pape (telephone)

## **Recurring Business:**

### **2. What is New and Important to Know at Train Mountain?**

a. Water System - The report of the TM water system inspection by the Oregon Department of Environmental Quality has not been received. Once the report is received, TM will have two weeks to respond and 60 days to correct any deficiencies. Jerry stated that back flow preventers will be required and a certified plumber will be required to install them. Richard, Dustin and Jerry will take an on-line course to obtain a "water operators certificate". Water samples must be taken and submitted to the Oregon Department of Environmental Quality, and a person with a certificate must take the water samples. The certificate is valid for three years.

b. Dennis and Tom stated the "normal" summer volunteers are beginning to arrive.

c. \$800 was received from the antique truck meet.

d. TMRR now has approximately 500 members. Additional member pins may need to be ordered.

## **Old Business:**

### **3. What Unresolved Old Business Needs to be Resolved During this Board Meeting?**

a. The camping policy still needs to be reviewed by the Board.

b. The prototype railbike will need some redesign because children cannot reach the pedals. Staff will be required to rent, retrieve, clean, repair, etc. the railbikes.

c. Speaker extension for the Polycom phone system will be very helpful. The cost will be approximately \$100 to \$125 each.

d. The Board discussed how email discussion and approval of TMRR issues would be handled. Jim said after the Board has discussed an item via email, he will prepare the minutes and the Board will vote.

## **New Business:**

**4. Membership in TMRR as an Employee Benefit.** After discussing this issue the Board determined it would be beneficial to have the full time employees

attend the meets. Motion: Grant a TMRR Family membership to all full time employees and waive any membership and meet fees. Watson/Ward. Approved. 5-0.

**5. When and How Do We Restrict Gazette to Members Only?** The Board took the position that the June issue would be the last going to non-members. Starting with the July issue the Gazette will only be sent to TMRR members. Not receiving the Gazette may be an incentive to join TMRR.

**6. Which Store Items Should be Replenished?** If store items are needed, order them. The store has a budget and the Board does not need to approve restocking orders. The money received from sales can be used to replenish stock. The store will stock rail supplies. The Board will discuss any new items that will be stocked in the store.

**7. Possible Project to Replace Wood/Aluminum Track Panels with Plastic/Steel Panels.** In September 2013 Carl's main line wood/aluminum track will be replaced with plastic/steel track panels. The salvaged wood/aluminum track panels will be used only at TM.

**8. More Office Help.** Volunteers from the on-site campers have been assisting Dennis and Tom in the office. This has eased their workload, but during the off-season Tom and Dennis may need additional help. When financing becomes available a part time secretary will be very helpful. Dale's membership application is close to going on-line. Once on-line, we need to give it a few weeks to determine how much it reduces the office time being spent of membership applications. Renting the rooms has resulted in additional work (rental reservations, room supplies, cleaning, etc.) that was not anticipated. Listing and defining all the necessary office tasks and who will do them will be helpful in evaluating the need for additional office staff.

**9. Review, Discuss and Attempt to Resolve Current Financial Short Fall.** TM has been profitable from closing. Donations are a bit below expectation and most donations are from the premium memberships. The "all meet" fee seems to be priced too low. The release of the IRS liens seems to have created a spike in the TMRR memberships. The financial picture must be closely monitored.

A Containerville leaseholder had suggested that each Containerville leaseholder be assessed \$300 to finance improvements at Containerville. The Board did not support the assessment.

John had emailed the Board a list of suggested capital improvement project that totaled approximately \$140,000. After discussing the list, the Board believed the following eight items were critical and should be funded.

- a. Install back flow preventers in the water system. (\$3,000)
- b. Engineering for Central Station and Blue Caboose campground. (\$10,000)
- c. Retaining wall repairs. (\$3,000)

- d. Containerville improvements. Grading, drainage, transfer table, installing foundation blocks. (\$7,200)
- e. Fix Backshop roll-up doors. (\$1,300)
- f. Build and install handrails in steaming bays and backshop. (\$5,000)
- g. Replace the roll-up doors in the Hall of Flags. (\$8,000)
- h. Miscellaneous projects. (\$2,500)

There is \$25,000 from the 2012 Triennial that could possibly be used to help fund the eight projects. However, the Triennial committee should approve the use of the funds for capital improvement projects. The Board placed a priority on having the eight projects completed prior to the 2015 Triennial. It is important to let the TMRR members know of the importance of these projects and solicit donations. If the donations or other fiscal restraints prevent reaching the goal of \$41,000, it may be necessary to use the Triennial funds.

Motion: Approve the Capital Improvement plan and authorize a \$41,000 budget. Watson/Ward. Approved. 5-0

#### **9.5. Items That Were Not on the Agenda.**

- a. Town Hall Meeting. The Board set Friday, May 31, 2013, at 7:00 pm in the Hall of Flags as the date, time and location of the meeting. The meeting will allow the TMRR members to meet the Board and hold a question and answer session.
- b. The Gate. The attorneys and the principals will hold a mid June conference telephone call to discuss the issues. The attorneys for all parties are having conversations concerning the gates.
- c. Disputed Property. Ross and Sharon have received letters requesting they provide additional information to support their claims. Ross indicated he would provide additional information. Sharon has not responded.
- d. Motion: Purchase a computer projector. Watson/Ward. Approved. 5-0

#### **10. Discuss and Create Action Items for Near Term Planning Activities.**

The Board discussed developing a set of questions to answer items (a) thru (o) listed on the agenda. The decision was for the Board members to start developing the question after the meet.

**11. Next scheduled Board meeting.** Wednesday, June 26, 2013 at 3:00 pm (Pacific Time) was set as the day and time. The meeting will be held at Train Mountain.

**12. Adjournment.** Motion to adjourn the Board meeting. Crane/Watson. Approved 5-0. Meeting adjourned at 5:15 pm.

The minutes were taken and submitted by Chuck Barnes, Secretary. The TMRR Board approved the minutes with an email vote.