

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

June 26, 2013

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

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

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

Absent: Tom Watson

Others in attendance: Jeff Pape

### **Recurring Business:**

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

a. Ops Meet – Nearly 80 people are signed up for the meet and this does not include “all meet” passes. The estimated attendance for the Saturday night dinner is 120.

b. John has been in contact with Shane regarding a modification to the Oregon Boiler Code that will allow a club inspection program. Shane seemed to be receptive to such a modification. TMRR needs to draft a TMRR inspection program.

### **Old Business:**

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

a. The following are needed: two bedroom heaters (replace existing heaters), two network printers (office and common area), speakers for the Hall of Flags, a screen for the computer projector, and a 32” flat screen television for the library. Motion to authorize \$3,000.00 to purchase these items if they are not obtained by donations. Ward/Barnes. Approved 4-0.

b. To increase relations with other clubs John suggested the Board attend meets being held by other clubs. John suggested the Board attend the January 16 - 19, 2014, Maricopa Ops meet. The Board agreed that attending meets being held by other clubs would increase relations. The Polar Bear Meet will need to be rescheduled if the Board chooses to attend the Maricopa Ops meet. Jim said he has a conflict and will not be able to attend. He will look at other Maricopa meets and let the Board members the dates that will fit his schedule.

c. Dennis provided a “Cash Position” report. The report showed an increase in the net cash available. There was a brief discussion regarding the report. A copy of the Cash Position report is attached to and made a part of these minutes.

## **New Business:**

### **4. Review and Verify TM Policies and Procedures That Have Been Approved by the Board.**

- a. Dog Policy. Was approved by the Board at a previous meeting.
- b. No Smoking Policy. Was approved by the Board at a previous meeting.
- c. Member/Guest Room & Camping Area Policy. The Board had not adopted the donation schedule. It is a donation, not a fee. Campers should be given a copy of the Camping Policy and the donation rate sheet. Jerry will draft an article for the Gazette. Motion to adopt the bedroom and camping donation rates as published. Ward/Barnes. Approved 4-0. The donation rates will be published in the Gazette and put on the TMRR web site.
- d. Donations Policy. Was approved by the Board at a previous meeting.
- e. Records Retention Policy. Was approved by the Board at a previous meeting.
- f. Code of Conduct Policy. Was approved by the Board at a previous meeting.
- g. Expense Report Policy & Form. Was approved by the Board at a previous meeting.

**5. Pictures and Bio of Board Members.** The Board members need to send Tom a picture and short biography. They will be posted on the TMRR web site.

**6. Forward Movement on Life Member Policy.** Membership and meet fees are currently waived for TMRR life members. Triennial fees and banquet fees are not waived. The Board determined the benefit TM receives from the volunteer time of the active TMRR life members exceeds their membership and meet fees. There was agreement among the Board members that the status of the existing TMRR life members would not change. There are no plans in the foreseeable future to award any additional TMRR life memberships.

The Board discussed the method to terminate or restrict membership privileges. Motion to add the following into the TMRR Membership Policy.

“Termination of Membership or Membership Privileges – Membership may be terminated or Membership Privileges may be restricted by the Board of Directors after giving the member at least 15 days written notice by first class or certified mail of the termination, or restriction, and the reasons for the termination, or restriction, and an opportunity for the member to be heard by the Board, orally or in writing, not less than five days before the effective date of the termination, or restriction. The decision of the Board shall be final and shall not be reviewable by any court.” Crane/Ward. Approved 4-0.

**7. TM Facilities Access and Meet Participation Policy.** The Board discussed 24/7/365 access to TM by TMRR members. What is the policy when a TMRR member wants to come to TM during a meet, but does not want to participate in the meet? Jerry will draft a policy/explanation of this issue for the Board's review.

## **7a. Facilities Report.**

- a. The state water system inspection report has been received and requires, by October 2013, i) An Emergency Response Plan; ii) an Operating and Maintenance Plan; and, iii) correcting the cross connection problems that were identified. Back flow preventers may be required and vacuum breakers may be required for all hose bibs. Jerry is drafting both plans and is researching solutions to the cross connection issues.
- b. Jerry discussed some plumbing issues and will draft a scope of work for the Board's review. Bids will be required.
- c. Jerry is now a certified "small water system" operator.
- d. An Oregon certified electrical contractor is required for the Hall of Flags ceiling fans and the Containerville electrical.
- e. Removing the existing roll-up doors in the Hall of Flags and replacing with walls and doors should be done before winter. Jerry will develop a scope of work.
- f. There was discussion regarding projects to be completed during a meet workweek. It was suggested the projects be published in the Gazette, hold morning meetings to discuss the day's projects, and have an information board listing the projects and the assembly location for the work party.

## **8. Begin Development of:**

- a. Financial Controls Policy. Dennis and John are drafting the policy.
- b. Room Rental Policy. Has been done.
- c. Visiting Group Policy. Dennis outlined the current procedure for the Board. The current procedure needs to become a written policy.
- d. Rail Bike Rental and Safety Policy. Written policy needed.
- e. Train Rental Policy. Written policy needed.

## **9. Topics for Friday's Town Hall Meeting.**

- a. Introduction to TM Library by Sabra Rickman.
- b. Vertel Vandalism. Jim will give an update.
- c. Review of Approved TM policies. Jim will give an update.
- d. Review of Strategic Plan Draft. Jim will give an update.
- e. Containerville. Chuck will discuss gasoline storage.

## **10. Other New Business.**

- a. Chuck will meet with Boyd Butler and Bert Newberry to discuss surplus equipment. He will email a report to the Board members.
- b. Chuck asked Boyd, Bert and Steve Panzik to make a "wish list" of items that would be helpful for the maintenance and upkeep of TM.
- c. Jerry said he would like to become certified to dispense propane. Dennis will check on the certification requirements.

**11. Next scheduled Board meeting.** Wednesday, July 31, 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. Ward/Crane.  
Approved 4-0. Meeting adjourned at 5:05 pm.

The minutes were taken and submitted by Chuck Barnes, Secretary.  
The TMRR Board approved the minutes on July 31, 2013.