

# Minutes of the Board of Governors' Meeting of August 2<sup>nd</sup>, 2021

1. Call Meeting to Order and Roll Call of Board  
The meeting was called to order at 7:02 pm by Vice President Wayne Aiken.  
Board members attending in person included Wayne Aiken, Richard Calfee, Tom Garren, Ken Howard and Mike Keelean.  
John Spach attended by Zoom.
2. Recognition of Additional Members and Guests in Attendance and on Zoom  
Members attending in person included Ron Abraham, Clif Kelly, Ted Kunstling, George Lasley, Mike Marsh and George Sawyer.  
Members attending by Zoom included Jerry Davis and Scott Hall.  
One guest, Owen Maddux, attended by Zoom. This is Owen's third meeting. He will be eligible for membership at the upcoming Membership meeting. He models in HO and is getting ready to build a home layout.
3. Minutes of the Last Meeting – (read if needed) - motion to accept.  
A motion to accept the minutes as submitted was made by Ken Howard and seconded by Mike Keelean. It passed unanimously.
4. Treasurers Report – motion to accept  
Mike Keelean gave the Treasurer's report. A motion to accept the report was made by Tom Garren and seconded by John Spach. It passed unanimously.
5. Communications with the Club
  - a. Phone, mail, email  
A call has come into the Club from someone wanting to get rid of a 5x9 027 O gauge layout. George Lasley will follow up with this person to determine if he wishes to donate or wants to sell his equipment.
  - b. A discussion was held about a proposal by Tom Garren and Ken Howard to put the meeting minutes on the website with links to them in the Whistle Post. This move will save space in the newsletter for more train related content. At this time almost half of our recent newsletters has been occupied by the meeting minutes. This change will happen after a new page is created on the website for this purpose. There was no objection to this proposal.
6. Committee Reports – as needed
  - a. Membership  
John Spach reported an email request from Mitchel Martinez at [mmartinez8484@gmail.com](mailto:mmartinez8484@gmail.com) wanting more information about the Club. His interest is in N scale. This item was referred to Richard Calfee and the Membership committee.  
We received two applications for three people at the July 17 Open House.
  - b. Ways and Means  
Tom Garren reported that his CPA and Ken Howard's CPA had informed us that they do not do audits. Mike Keelean also reported the same response from an accountant that he knows. It was admitted that the Ways and Means committee are not capable of performing an audit. It was further determined that perhaps a review of our finances, rather than an audit is what is needed. Apparently audits

require a particular set of activities that most CPA firms do not do. Mike suggested that we proceed with selecting a CPA to do our taxes. Wayne Aiken requested that they also fill out form 529, if required to maintain our 501C3 status. We want to assure that we stay up to date on our paperwork. Mike Keelean also reminded all that inventories of the layouts, library, etc. need to be updated as of the end of May 2021 and given to Mike in September. This is needed for the preparation of our taxes.

c. House

Mike Keelean and George Sawyer reported that the vacuum cleaner and auto on-off switch in the shop has failed. This needs to be replaced quickly. Mike indicated that he has a vacuum that he will bring in that he thinks will work. A motion was made by John Spach and seconded by Tom Garren to allocate up to \$100.00 to buy the items needed to fix this problem. The motion passed unanimously.

d. Engineering

Richard Calfee made a request on behalf of himself, Steve Wills and Ken Howard of the HO committee for funds to purchase seven new HO switches. This will give us one left and one right of all three sizes used on the layout as well as buying the one switch needed for immediate replacement. After some discussion, Tom Garren made a motion to authorize up to \$350.00 for the purchase of seven new HO switches. The motion was seconded by Mike Keelean and passed unanimously.

Ron Abraham presented a proposal to change the S scale locomotives from AC to DC operation. This will allow for the elimination of the mechanical E or reversing units in the engines. Steam engine conversions could be done by Club members by installing can DC motors in the locomotives and removing the E units from the tenders. Diesel locomotives would have to be sent to the vendor for motor replacement and other updates. Ron has been working with SNS Trains in Boise, Idaho to secure his information. Their correspondence indicates a Club discount but lacks details as to the quantity required for such a discount.

John Spach expressed concern about how to designate AC or DC powered locomotives. George Sawyer asked if the engines converted to DC could have a bridge rectifier installed in them to protect the equipment if it was to be put an AC power.

George Lasley suggested that if we proceed with this that all Club equipment be converted to DC operation.

Further discussion mentioned that if someone brought in a traditional Flyer engine, we could easily set up a track to run AC. This could be accomplished by moving the wires from that track to a different power supply, or by flipping a switch set up for such use.

Ron thinks this conversion can be done for around \$400.00.

George Lasley suggested that we convert all the Club S scale equipment to DC and put a notice on the layout that it now is a DC layout.

It was mentioned that there is another firm in Ohio that advertises this same service.

John Spach suggested Ron get a formal estimate from the vendor so we can understand the details.

Mike Keelean made a motion that we approve up to \$400.00 for this conversion pending final approval by the Board at the Membership meeting. This is contingent on there being a formal estimate from the vendor. John Spach seconded the motion. It passed unanimously.

## 7. Old Business

### a. Fall show 2021 updates as needed.

George Lasley reported that John Ragan is talking to WRAL about advertising for the show.

Money is coming in for the tables and George is moving assignments around to accommodate the requests from the vendors.

### b. July Open House update

We estimate that somewhere between 100-125 people came to the Open House. Seventy-nine people signed the guest book.

We had several Club sales at the Open House.

Congratulations to Mike Johns for organizing a successful Open House.

It was suggested that we put flyers out at more places for the next Open House.

This could include Senior Centers throughout the area.

### c. Clarification on Wednesday hours at the Clubhouse

After some discussion it was determined that we will drop the advertised hours for Wednesday. The website and Facebook will be updated to reflect this change.

We will mark through the Wednesday hours in the new Club brochure.

### d. Clarification as to which meetings count toward membership requirement

Tom Garren reported that per the bylaws, these meetings count toward the two-meeting requirement for membership.

General monthly business meeting

Monthly Board of Governors meeting

Wednesday social meeting

Any other time as designated and approved by the Board of Governors

It was determined that an applicant for membership can fill out an application at any time during the probationary period but is best if completed early in the process so there is a record for tracking required attendance.

It was further determined that a probationary member does not have to attend the meeting in which they are voted into the Club.

### e. Additional old business as needed.

Mike Keelean reported that the lock has been changed on the front storage unit.

He handed out keys to the Board members. The lock has been changed to facilitate better control of items to be sold at the shows and better manage donations and other for sale items.

The lockers in the HO layout room will be moved to the storage closet off the main meeting room. When this moves occurs, all locks will have to be removed from the lockers so they can be unbolted. Sounds like a good Saturday project.

The big cabinet currently in the corner of the HO layout room will be moved to the front storage room and will be used to store items we are selling on eBay.

John Spach stated that he needs the password for the [nrvmrcc@gmail.com](mailto:nrvmrcc@gmail.com) email account so that it can be used for the Club's eBay account.

## 8. New Business

### a. Club layouts – all.

- i. Proposed plans for upgrades and maintenance to be submitted to the Board for approval at the Board's September meeting.
- ii. Mike Keelean reported that the lower level of the O gauge layout will be out of service for two weeks to a month while the two bridges are reworked, and scenery is added. The upper level will remain active during this work.
- iii. Ron Abraham pointed out the need for someone to take ownership of the G scale layout. This would require improved maintenance to facilitate better operation.  
George Lasley suggested using rail zip on the G scale track for improved performance.  
John Spach suggested we place a note in the Whistle Post stating that we are looking for a G scale member to help with the maintenance of the G scale layout.

### b. Membership – recruitment, retention, and reinstatement

- i. Discuss meeting requirements for Youth and Junior members  
Tom Garren made a motion to suspend the rules for the two-meeting requirement and accept Cameron Burns-Davis as a Youth member. The motion was seconded by Mike Keelean and passed unanimously.  
The Membership committee will be asked to contact Cameron and let him know he is now a Club member.  
Similar actions to this can be made by the Board, as needed, on a case-by-case basis.

### c. Need to formalize a written policy for members in the Clubhouse with Youth and Junior members

A long discussion was held on this item resulting in the idea that under no circumstances should a minor be in the building without two or more Senior members also being present. And that also, under no circumstance should a member be alone in a room, such as a bathroom, with a minor.

A motion was made by John Spach and seconded by Ken Howard that we establish a policy that if a minor Youth or Junior member with a parent or guardian requires admission to the building there must be two Senior members present while the minor is in the Club. The only exception to this is if the parent or guardian of the minor is also a Senior member of the Club.

The motion passed unanimously.

This issue will be further researched and refined at a future Board meeting.

### d. Additional new business as needed

Ted Kunstling announced a program at the Civil War Roundtable by Dave Bright on September 13. Look in the upcoming Whistle Post for a link to his website which documents the travel by train of a person during the Civil War.

9. Good and Welfare of the Club
  - a. Bernie Dawson's Mom  
Members were reminded about the services for Bernie Dawson's mom on Thursday at 11:00 am at Raleigh Memorial Gardens.
  - b. John Spach's surgery. John thanked the Club for the card that was sent to him. Recovery is progressing.
  - c. Bill Ferguson is now a grandfather.
  - d. If space is needed in the shop, the N scale layout in the shop can be moved to the front storage unit.
10. Adjournment of Public Meeting  
The public meeting was adjourned at 9:25 pm.
11. 5–10-minute break for visitors to retire
12. Executive Session – as required  
A short executive session was held.
13. Motion for adjournment of Board Meeting  
A motion to adjourn was made by John Spach and seconded by Mike Keelean. The meeting was adjourned at approximately 9:40 pm.