

Neuse River Valley Model Railroad Club

Minutes of the Board of Governors' Meeting of November 1, 2021

1. Call Meeting to Order and Roll Call of Board

The meeting was called to order at 7:00 pm by President, John Spach.

Board members in attendance in person included Wayne Aiken, Richard Calfee, Tom Garren, Ken Howard, and Mike Keelean.

Board members attending by Zoom included John Spach.

2. Recognition of Additional Members and Guests in Attendance and/or on Zoom

Additional members attending in person included Peter Donofrio, George Lasley, Mike Marsh, and John Ragan.

Additional members attending by Zoom included Arthur Boone, Jerry Davis, Scott Hall, Ted Kunstling, and Tom Magnani.

Guests attending in person included John Mezera.

3. Minutes of the Last Meeting

Mike Keelean made a motion to accept the minutes of the last meeting. It was seconded by Ken Howard and passed unanimously.

4. Treasurer's Report

Mike Keelean gave the Treasurer's report.

Tom Garren made a motion to accept the Treasurer's report. It was seconded by Wayne Aiken and passed unanimously.

Mike further stated that he is working with the bank to get an explanation of some charges related to our credit card machine.

5. Communications with the Club

a. Phone, mail, email

Ken Howard reported a phone call concerning an HO donation, consisting mainly of rolling stock and buildings. Ken asked for volunteers on Tuesday to go there and pick up the donation. Mike Keelean volunteered to help Ken.

George Lasley is following up on another potential donation.

Richard Calfee reported two phone calls he had taken. The first was a request for the mailing address of the Club so a new applicant can mail in his application. The second was with a lady inquiring about membership for her 11-year-old son who is interested in O gauge.

Wayne Aiken reported that he has talked to people about the show in response to information on our Facebook page.

John Spach reminded everyone to post information on the show to groups to which we may belong.

6. Committee Reports – as needed

a. Membership

John Mezera attended the meeting tonight. He is building a home HO layout. He has mailed in an application for membership. This is his first meeting.

Tom Garren reported that three Youth/Junior members have resigned recently due to change of interests.

b. Ways and Means

Mike Keelean reported that the quarterly sales tax has been sent and received by the State.

George Lasley asked for Mike's opinion of counting the work of our accountant as our annual review of the books. Mike agreed with this concept. He will provide a report to the Club summarizing our yearly report.

John Spach asked if this negated the need for the big books we currently keep.

Mike replied that we need to still maintain the big thick book for our financial history. When this year is complete and filed, books older than seven years will be recycled.

Mike Keelean will put together a letter summarizing this discussion for sign-off by the Ways and Means committee.

c. House

Mike Keelean reported that while there is some improvement in overall housekeeping, there is still a ways to go to get to where we need to be. He suggested that on our next work Saturday we need the trees near the building trimmed back so they don't overhang the building.

George Lasley reported that the exterminator has treated the building.

d. Engineering

Ken Howard reported that all bandwidth for the Engineering committee has been consumed with preparations for the show.

7. Old Business

a. Fall show 2021 final updates as needed.

George reported that we are essentially sold out of tables for the show. He has ordered 10 more tables giving us a total of 365 tables.

The TCA is sold out after we bought back six tables because we needed a block of six tables.

The layouts are coming along. Ken Mitchell is bringing the standard gauge layout that he and his father used to set up. This should be a nice addition to the show.

George is also expecting an additional 4x8 layout of some description.

Please note the email that was sent out. Pay particular attention to bringing comfortable shoes.

Tom Garren added that the email will be sent out again on Wednesday as a second reminder.

George Lasley requested additional help be identified to help on the raffle table. These people need to have good communication skills and can increase interest in the layout raffle.

John Spach suggested we have signs for the raffle. George Lasley produced examples that he will finalize tomorrow.

A discussion was held about the details of the raffle. It was decided to do the drawing at 3:00 pm on Sunday afternoon. Several tickets will be pulled in case we have trouble getting a response with the winner. The winner will be contacted and given until 8:00 am Tuesday morning to claim their prize. If this fails, we will move to the second winning ticket and so on until we have a winner. John Spach noted that we need to have photos of the winner receiving the layout.

George further reported that the banners are installed on the fences at the State Fairgrounds along with some detailed signs along Blue Ridge Road and Hillsborough Street saying Train Show Saturday and Sunday. We also have new sandwich signs to use as directional signs rather than trying to push the wire-framed signs into the gravel embedded ground beside the streets at the Fairground.

Finally, it was determined that we would like to have cocktail tables for placing hand sanitizer throughout the show.

- b. Progress report on updates and renovations to layout rooms
 - i. Review rules of operation of layouts
 - 1. It has been determined that we need a review of the rules of operation of the Club layouts. While some improvements have been made in terms of equipment returned to proper locations, there is still a problem with switches being returned to their normal position. In short, rolling stock and right of way must be returned to open condition after use and the member storage yard is off limits to anyone other than the owner.
 - 2. Also discussed was the regulation for an adult to accompany Youth and Junior members. This is a current requirement but is not regularly enforced. We have parents dropping off their child and leaving. We need to determine how to stop this practice. Also, rolling stock and right of way must be returned to open condition after use and member storage yard is off limits to anyone other than the owner.
- c. Additional old business as needed

John Ragan asked several questions concerning the updating of the HO layout. Ken Howard stated that changes to the HO layout are only in the discussion phase at this time. Later this year or early next year meetings will be announced and held to discuss and finalize a proposal for updating the HO layout. This proposal will be presented to the Board for approval before work begins.

8. New Business

a. Membership – recruitment, retention, and reinstatement

i. Discuss how to reacquire past members

John Spach asked Tom Garren to have a list of former members available by mid-month so we can begin to contact them in hopes of getting some to return to the Club as members.

ii. Review recruitment plan for Show

There will be a supply of cards, flyers, applications and RFI forms available at the Show. Members are encouraged to use them to promote the Club. Ted Kunstling suggested that if someone shows a high interest in joining the Club, they should have a member working with them to guide them through the process, answer questions and show them around the Club.

b. Additional new business as needed

i. Ken Howard requested reimbursement of \$18.50 used to purchase materials used to make the edging of the new members shelves. Tom Garren made a motion to approve this purchase. It was seconded by Richard Calfee and passed unanimously.

ii. Ken Howard also requested permission to obtain a new hand vac for the HO layout. It was suggested that a small shop vac be obtained instead due to the exhaust being away from the layout.

iii. Ken Howard asked if we have a family membership rate. Tom Garren stated that we have provisions in the bylaws for a spouse membership at a reduced rate, but not an actual family rate. We need ways to encourage parents of Youth/Junior members to also become members. John Spach suggested this be turned over to the Membership committee to be studied, written up and presented for approval.

9. Good and Welfare of the Club

John Spach is planning on being at the Show on Saturday. We have a scooter available to make it easier for John to get around.

10. Adjournment of Public Meeting

A motion to adjourn the public meeting was made by Mike Keelean and seconded by John Spach. It passed unanimously. The public meeting was adjourned at 8:15 pm.

11. 5–10-minute break for visitors to retire

12. Executive Session

An executive session was held.

13. Motion for adjournment of Board Meeting

A motion to adjourn the meeting was made by Ken Howard and seconded by Mike Keelean. It passed unanimously and the meeting was adjourned at 8:37 pm.