

Neuse River Valley Model Railroad Club

Minutes of the Board of Governors' Meeting of January 3, 2022

1. Call Meeting to Order and Roll Call of Board

The meeting was called to order by President John Spach at 7:01 pm. This was a Zoom only meeting.

Board members in attendance were Wayne Aiken, Richard Calfee, Tom Garren, Ken Howard, Mike Keelean, John Spach and Bob Witwer.

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

Members in attendance included Peter Donofrio, Bill Edwards, Darlene Edwards, Dan Egy, Ted Kunstling, George Lasley, Tom Magnani, and John Mezera.

Two guests, Stephen Dalhem, Jr. and Robert Wilson attended.

3. Communications with the Club

Phone, mail, email

Ken Howard mentioned an email that had been sent to the Club about a donation of some HO items. Calfee will follow up with the person.

Ken Howard also gave an update on the HO module donation located in Greenville, NC.

The owner needs three days' notice to move the material downstairs for pickup. Bob Witwer acknowledged he has a trailer that can be used to get the material and a storage unit that could be used short term to store the modules while their usefulness is determined. After some discussion it was decided to try to arrange to pick up the modules on Friday, January 7th. Members agreeing to help are Ken Howard, Bob Witwer and John Mezera. If the 7th does not work, a new date will have to be negotiated.

4. Minutes of the Last Meeting

Bob Witwer made a motion to accept the minutes of the last meeting as submitted. It was seconded by Mike Keelean and passed unanimously.

5. Treasurers Report

Mike Keelean gave the Treasurer's report.

George Lasley stated that we have received another check for our charity donation. He also stated that we have received the annual State Farm bill for our liability policy.

Mike stated that he has written the check to the Food Bank of Central and Eastern North Carolina since they had a match opportunity for donations received by December 31, 2021. He will wait for a short time to see if any more donations come in before writing the check to the Helping Hand Mission.

There was a short discussion about increasing the amount of content coverage in our insurance to better cover the items at the Clubhouse. This will be investigated and discussed further at the February meeting.

Ken Howard made a motion to approve the Treasure's report. It was seconded by Tom Garren and passed unanimously.

6. Committee Reports

a. Membership

There were two guests at this meeting. The first is Stephen Dalhem. This is his second meeting, making him eligible for a membership vote at the next Membership meeting.

We also had Robert Wilson. This is his first meeting. Robert is currently into O gauge but thinks he will convert to N due the reduced size requirements. He zoomed into the meeting from the Rocky Mountains of Colorado.

b. Ways and Means

Nothing to report.

c. House

Nothing to report.

d. Engineering

Nothing to report.

7. Old Business

a. Covid

The Clubhouse is currently closed until January 8th. A discussion was held to determine if we want to take further actions.

Ted Kunstling predicted a surge in cases for the next several weeks.

Calfee reminded us of our mask requirement for the Clubhouse and stated that all need to help enforce it. If a member is in the Clubhouse without a mask, he should be asked to put one on or leave.

There was a discussion about limiting admittance to the Clubhouse to members (including applicants) through January.

John Spach made a motion to only open the Club to members through January 2022. It was seconded by Mike Keelean and passed unanimously.

Tom Garren was asked to create new signs to this effect and place them on the front door at the Club. The sign is to include wording about the mask requirement and vaccine status.

b. Spring Show 2022 Update

George Lasley reported that Tom Garren has the database updated so the vendor labels can be printed.

George will ready the flyers, letters and envelopes and hold an envelope stuffing session at our Wednesday breakfast on January 12th.

At this time, we are approximately half sold out of tables for the Spring show.

c. Proposal from the Treasurer, Mike Keelean

Mike Keelean submitted a proposal to the Board for consideration that, if enacted, could streamline the operation of the Club and give the Treasurer the assurance that reimbursement requests have been approved by the proper people.

A discussion was held to weigh the benefits of the request and get answers to several questions that were asked.

John Spach suggested that the committee chairman/project lead mentioned in Section 3 of the proposal should initial or sign a receipt as an indication of approval, so the Treasurer knows he is authorized to pay the bill.

Another item in the proposal is to do away with the requirement to have two signatures on checks.

George Lasley proposed this is best handled with a bylaw change.

After the discussion, a motion was made to suspend the rule requiring two signatures on checks for six months while a bylaw change is made. The motion was made by John Spach and seconded by Bob Witwer. It passed unanimously.

Next, Tom Garren made a motion to approve items 1–3 in Mike Keelean’s proposal. The motion was seconded by Bob Witwer and passed unanimously.

For the information of the reader, the proposal as passed is shown below:

Given that there have been several questions/concerns expressed about the procedures used by me, as treasurer, as far as Club expenditures I felt that I need to explain why I insist on the processes I do. First of all, as expressed in the NRV bylaws I am supposed to act as a fiduciary for the Club which translates into requiring me to act in best interests of the Club with guidance provided by the Board (in this case the “client”). My insistence on Board approval on all payouts is consistent with my responsibilities, however, this seems to be troubling to some. Therefore, I propose the following solution as a middle ground:

- 1. Board blanket approval of certain House reimbursements whenever presented with a receipt (and of course the material) for the following (no individual expense can exceed \$100 per purchase):*

Paper Towels

Toilet paper

Cleaning supplies

Printer Paper

Envelopes

Stamps

Soda Replacement

Carpet cleaning

Exterminator treatments

2. *Board blanket approval of usual and regular expenses for Fall and Spring Club sponsored shows once each show has been “Opened” and until each is “closed”. Typically, these expenses include building, tables, chairs, and rugs, rentals, security, insurance, postage, flyers, envelopes and letters, Club sale material transport and table payment refunds.*
3. *Board blanket approval for payment for any receipts presented by the designated project coordinator for “Special Projects” up to the allotted project funds agreed to by the Board. Examples would be the proposed HO layout update, the work shop modernization, library relocation. The Board might want to consider allotting each layout a “special project” maintenance budget of \$100 or \$200 per quarter just to cover small incidental costs.*

8. New Business

a. New Committee.

John Spach announced that he will establish a new Publicity committee. It will work to advertise major events such as shows and open houses. A second duty of the committee is to take an active part in recruitment of new members for the Club. John has 25 plus years’ experience running an ad agency. He will need help to develop and spread the knowledge of the Club and its events.

b. HO Committee Approval

Richard Calfee requested that all HO committee requests should go through him for approval, with Ken Howard as his back up.

c. Additional new business as needed

Tom Garren requested permission to purchase two books on the original Norfolk Southern Railway for the library. The books have been recently reprinted in small numbers by the NS Historical Society. The original books were also printed in small numbers and as a result are quite expensive when they do come up for sale. Tom was instructed to obtain the books. John Spach volunteered to donate half the cost of the purchase.

9. Good and Welfare of the Club

George Lasley reported that Charlie Alford from Greenville passed away on Christmas Eve. Charlie may be remembered as half of the team, along with David Bjorkman, that brings the Lionel layout from Greenville to our Fall show.

Wayne Aiken reported that we now have just short of 9,200 magazines in the library.

10. Adjournment of the Meeting

Mike Keelean made a motion to adjourn the meeting. It was seconded by Richard Calfee and passed unanimously. The meeting was adjourned at approximately 8:17 pm.