

FRIENDS OF THE NEVADA STATE RAILROAD MUSEUM

VIRGINIA AND TRUCKEE DIVISION

P.O. Box 1330
Carson City, Nevada 89702



MINUTES OF THE DECEMBER 8, 2015
BOARD OF TRUSTEES MEETING
NEVADA STATE RAILROAD MUSEUM
CARSON CITY, NEVADA

Call to order - Meeting was called to order at 6:01 PM

Role Call – Trustees present were Ron Allen, Ken Allen, Rick Kohler, Kevin Owens, Bill Kohler, Barry Simcoe, Larry Knack and Matt Digangi. Bill Curtis was absent but excused. Representing the museum was Greg Corbin.

Correspondence –

Thank you letter was sent to Flyers Energy in Reno for Santa Train coal donation.

Treasurer's report – Larry Knack submitted a report for the period of September 1, 2015 – October 31, 2015. Larry also submitted an updated report on Santa Train expenses.

See attached reports for details

The treasurer's report was passed unanimously; motion made by Kevin Owens and Seconded by Ken Allen.

-Actions of Executive Committee:

None

-Actions of Board

None

OLD BUSINESS:

-Audit committee-

No report

-Bricks –

Howie Foster has taken over the responsibility of handling the bricks. He reported that there was approximately \$1500 in brick sales during the past year. He will be developing a written procedure for the brick program and will work on updating the brick placement locator book. See attached report.

-Election Committee-

Dave Brambley reported the Board of Trustee Term Expiration Dates as follows:

Barry Simcoe, President, term expires 2018

Bill Kohler, Secretary, term expires 2016

Matt Digangi, Vice President, term expires 2016

Larry Knack, Treasurer, term expires 2018

Kevin Owens, Trustee, term expires 2016

Ken Allen, Trustee, term expires 2017

Ron Allen, Trustee, term expires 2017

Bill Curtis, Trustee, term expires 2017

Rick Kohler, Trustee, term expires 2018

-Fund Raising -

Bill Kohler reported that the Santa Train raffle is being well received by riders and should end up being very successful.

Barry Simcoe announced that Locomotive 8 capitol fundraising will be the primary focus in the coming year and recommended that the funds saved by not offering Railroad History Magazine be directed to this project. Kevin Owens suggested that the Friends come up with a replacement benefit that would replace the Railroad History Magazine. Kevin Owens and Bill Kohler will explore possibilities and report back.

The first meeting of the locomotive 8 fundraising committee will be 12:30 PM, Friday, January 8, 2016 at the museum. This meeting will also include a wrap up of the Santa Train event.

-Interpretative Committee -

Loren Jahn reported on the efforts that were extended to insure that the Santa Train riders would have a pleasant and nostalgic experience.

-Membership Committee - See attached sheet.

-Motor Car Operations-

No report

-Steam Train Operations-

Barry Simcoe reported that the Santa Train operations are progressing with no problems. Greg Corbin complimented the Friends for the efforts put forth during the past year in planning and implementing the many events. He was particularly happy with the Glenbrook Inauguration, the July 4th operation and the very successful Harvest Train weekend. He extended thanks to all the volunteers that made these events a success and an enjoyment to the public. Greg encouraged the friends to “keep up the good work”.

-Sagebrush Headlight-

Greg Corbin reported that the publication is on schedule.

-Website -

No report

-Youth Committee -

Cristol Digangi reported that she will explore the possibility of working with local schools to coordinate projects that would offer credits and would develop youth classes and other activities that would be appropriate. Greg Corbin will furnish contact information for the development of a Scout Merit Badge program.

-Events Committee -

Rebecca Bevans reported that the Harvest Train event was a big success even taking into account the rainy weather during the first day and observed that the first Santa Train weekend was a hit with riders and volunteers. Rebecca will focus on scheduling events to coincide with major steam ups during the coming year.

Other Old Business-

None

New Business-

Barry Simcoe reported that Board of Trustee member Bill Curtis has tendered his resignation from the board due to health concerns. A motion was made by Bill Kohler to offer the position to Rebecca Bevans, seconded by Matt Digangi. Rebecca agreed to the nomination and was unanimously voted to the position.

Barry Simcoe inquired of the museum about how to recover surplus funds that have been supplied by the Friends but were not used on a project. Greg Corbin responded that the process would be simple and he would take care of the details.

Barry Simcoe suggested that the Friends reevaluate the cost to the public of the photos taken with the Inyo and possibly readjust after this year's Santa Train. Tom Tabacco announced that there will be extra photo supplies and we should consider additional photo events throughout the coming year.

Larry Knack made a motion that the Friends spend an amount not to exceed \$1000 to sponsor a reception for the Gibson family donation of the Richardson Locomotive Collection. The motion was seconded by Matt Digangi and was unanimously passed.

Tom Tabacco requested that a decision be reached regarding the final color to be applied to the tunnel car after rebuilding. Greg Corbin will contact Wendell Huffman and Chris DeWitt regarding this. Ron Allen will investigate having roofing material applied upon completion of the car.

Russ Tanner requested that the next Motorcar Training Class be held in April and the specific dates will be coordinated with the museum and will try to be coincidental with one of the annual volunteer safety meetings.

Upcoming Events-

None

Other New Business-

None

GENERAL COMMENTS –

None

ADJOURNMENT- 7:55 PM

Motion to adjourn by Matt Digangi, second by Larry Knack.

-Reconvene-7:55 PM

-Roll Call-

Trustees present were Ron Allen, Ken Allen, Matt Digangi, Rebecca Bevins, Barry Simcoe, Kevin Owens, Larry Knack, Rick Kohler and Bill Kohler. Representing the museum was Greg Corbin.

-Election of Officers-

Barry Simcoe requested nominations for officers. A motion was made by Rebecca Bevans, seconded by Rick Kohler that the previous year's officers be reinstated. Motion carried.

Officers will be: President-Barry Simcoe; Vice President-Matt Digangi; Treasurer-Larry Knack; Secretary-Bill Kohler.

-New business or comments by officers-

None

-Adjournment- 7:58 PM

Motion to adjourn by Ken Allen, Second by Larry Knack.

Respectfully submitted,

Bill Kohler, Secretary

TREASURER'S REPORT

FOR THE PERIOD: SEPTEMBER 1, 2015 - OCTOBER 31, 2015

Beginning Balance \$16,868.75

INCOME

Brick Purchases \$ 100.00

Donations \$ 925.00

Donations - Restricted \$ 40,000.00

Harvest Train Event \$ 937.24

(payment Adjustment \$ 12.90

Memberships \$ 5,044.83

Motorcar Training \$ 95.00

Total Income \$ 47,114.97 \$ 47,114.97

EXPENSES

Annual Reception \$ 750.00

Bank Charges - Misc \$ 11.00

Brick Expense \$ 130.58

Credit Card Fees \$ 196.77

Harvest Train Event Expense \$ 844.20

Membership Chairman \$ 594.75

Membership - Postage \$ 104.36

Membership - Supplies \$ 221.91

NSRM - Qtrty Payment \$ 1,907.75

NSRM - Tunnel Car #53 Repair \$ 1,750.00

NSRM - Restricted Donation \$ 40,000.00

Petty Cash/Change Fund \$ 200.00

Santa Train Event Expense \$ 428.54

Total Expenses \$ 47,139.86 \$ 47,139.86

Ending Balance \$16,843.86

MONEY MARKET ACCOUNT

Beginning Balance \$12,053.56

Interest Earned - Sept/Oct2015 \$ 1.63 _\$ 1.63

Ending Balance \$12,055.19

Respectfully Submitted,

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December 1,2015

Friends of the NSRM Membership Report for NOVEMBER, 2015

MEMBERSHIPS MEMBERS

Students: 4	4
Seniors: 193	193
Individuals: 85	85
Family: 82	161
Senior Couple: 132	263
Sustaining: 49	77
Contributing: 8	14
Patron: 4	6
Benefactor 1	2
Lifetime: 8	9
TOTAL: 566	814

In addition there are 38 Complimentary Memberships that receive the Sagebrush

Headlight and 3 that receive both the Sagebrush Headlight as well as the

Railroad History Magazine.

Respectfully,

Susan D. Allen

Membership Chairman

Memberships Purchased in NOVEMBER

17@\$20 \$340

2@\$35,.....\$ 70

12@\$40....\$480

6@\$60....\$360

2@\$100..\$200

39 \$1450

BRICKS

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DONATIONS

\$30

TOTAL

\$1480

Report from the Brick Sales Committee

Where is the program?

1. I took over the program on 11/7/15.
2. Bricks paid for 2015 as of 12/7/15 (\$1,500)
 - a. \$50 - 28 (\$1,400)
 - b. \$100 - 1 (\$100)
3. Ordering bricks - there are currently three ways to order
 - a. Brick order form (paper)
 - i. US Mail
 - ii. Left with volunteer at front desk
 - b. Online
4. Engraving - will be ordered after the first of 2016 to catch any late orders placed this year

Where is the program going?

1. Prepare a "Brick Program Procedure/Checklist" to formalize the program for me and future committee chairpersons & members.
2. The Brick Locator Book needs to be updated, both the spreadsheet and paper copies. Unless I can locate more recent information, they are current to mid 2006.
3. Resume setting the "nail" row locators to co-ordinate with the updated "Brick Book".
4. More promotion of the program
 - a. More outside advertising (sign boards) on-site to the limit the Museum will allow.
 - b. Volunteers should always mention the program at the admissions desk and in the store.
5. Preserve electronic copies of brick orders, acknowledgement letters & certificates, and placement letters for archiving & retrieval.

Unfinished business.

I have a note with Skip Gibson's name and phone number with the notation "Bricks for Margie and Jack Gibson". Can the Board update me on this?

I expect to have items 1 & 2 completed by the next Board meeting. These are totally under my control. Items 3 & 4 may require some advice and help from Friends with more history and experience here than I have. Item 5 is ongoing.

Respectfully submitted,
Howie Foster
Committee Chair

December 7, 2015

2015 SANTA TRAIN EVENT

\$ 1,200.00	EXPENDITURE BUDGET FOR EVENT
\$ 250.00	Restricted Donation - En Vouge Marketing LLC
\$ 250.00	Restricted Donation - Valley Pediatric Dentistry
<u>\$ 1,700.00</u>	Total Budget Available

EXPENDITURES

10/14/2015	\$ 194.76	ck#2015 to Larry Knack for photo supplies from Gordon's Photo Service
11/30/2015	\$ 205.81	ck#2021 to Tom Tabacco for photo printer for Santa Train photos & ink cartridges
11/10/2015	\$ 134.39	ck#2022 to Adam Michalski for Santa Train banner
11/10/2015	\$ 114.00	ck#2023 to NSRM for balance due for Santa Train tickets
12/3/2015	\$ 406.11	ck#2026 to Rebecca Bevans for school flyers, brochures, raffle tickets, Santa table supplies
12/5/2015	\$ 256.00	ck#2027 to Barry Simcoe for decorations
12/7/2015	\$ 34.27	ck#2029 to Bill Kohler for Santa/North Pole stamp
	<u>\$ 1,345.34</u>	Total Expenditures

\$ 354.66 Available Budget

REVENUES VS EXPENDITURES

12/5&6/2015	\$ 789.49	Santa Train Photo Sales (\$673+116.49 from square)
12/5&6/2015	\$ 336.00	Santa Train Event Raffle
	<u>\$ 1,125.49</u>	Total Revenue to Date
	<u>\$ 1,345.34</u>	Less Expenditures
	<u>\$ (219.85)</u>	Net Increase or (Decrease) in Revenue to Date

Note: as of 12/07/15