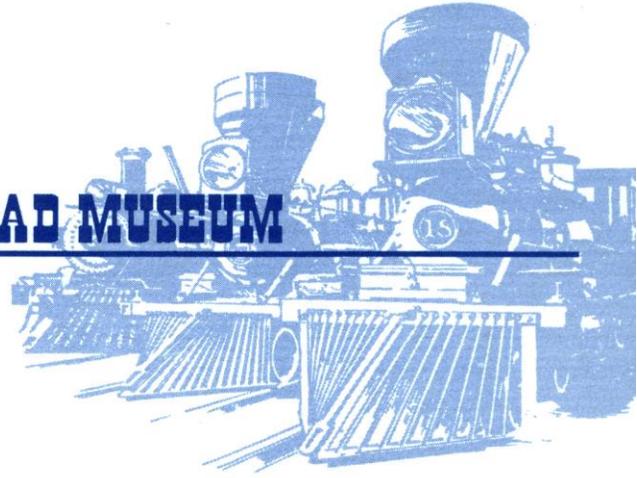


FRIENDS OF THE NEVADA STATE RAILROAD MUSEUM

VIRGINIA AND TRUCKEE DIVISION

P.O. Box 1330
Carson City, Nevada 89702



MINUTES OF THE DECEMBER 6, 2021
BOARD OF TRUSTEES MEETING
FRIENDS OF THE NEVADA STATE RAILROAD MUSEUM
NEVADA STATE RAILROAD MUSEUM, CARSON CITY

Call to order - Meeting was called to order at 6:00 PM

Roll Call – Trustees present were Rick Kohler, Barry Simcoe, Michael McClain, Bill Kohler, Larry Knack, Rebecca Bevans, Ron Allen, Rick Bieniek and Todd Moore. Also present were Gary O’Leary, Carol Foster, Dave Squire and Bill Barbe. Representing the museum were Dan Thielen and Adam Michalski. A quorum was established.

Minutes of the October 4, 2021 regular meeting were approved. Motion to approve made by Rebecca Bevans, second by Rick Kohler.

Correspondence – An email was received from Michael Traynor informing the Friends that he will be unable to attend the rail camp due to illness. He requested that the deposit he paid be used as a donation to the Friends. A letter was sent in response.

We received a thank you note from April Heiselt at Western Nevada College thanking the Friend for the donation to their silent auction fundraising event.

Treasurer’s report – See attached report. Motion to approve made by Ron Allen, seconded by Rick Bieniek. Motion passed.

-Actions of Board: An amount not to exceed \$300 was authorized for the Picon event held at the museum. Adam Michalski reported that the event was very successful with about 50 attendees. Similar event possibilities will be explored.

OLD BUSINESS –

Capital Campaign Committee-

Barry Simcoe reported that the re-steam account will target completion of the Lyon .

-Audit committee-

Larry Knack said that the delivery of the completed audit is imminent. Barry Simcoe suggested that we get an electronic file of the audit. Larry will look into this possibility.

-Bricks –

No report

-Events Committee –

Rebecca Bevans reported that the Harvest Train was successful and thanked Todd Moore and Barry Simcoe for their donation of the pumpkins that were sold. She also said that the first weekend of Santa Train was held with no serious issues. Rebecca said that a Christmas tree that is being used in the depot was posthumously donated by Val Hayes. Snacks and drinks were acquired by Rebecca and were being sold by the Friends in the depot.

-Election Committee-

No report.

Fund Raising –

See attached report. A motion was made by Rick Bieniek, second by Rebecca Bevans that the grant policy program be adopted by the Friends. Motion carried.

V&T 150/Rail Fair Committee –

See attached report. A motion was made by Ron Allen, second by Rick Kohler that the Friends approve of the corporate sponsorship program as described in the attached report. Motion carried.

Bylaw Committee:

See attached report. Discussion was held regarding the need to make the suggested revision. Motion was made by Todd Moore, second by Rick Kohler that suggested change be made. Motion passed.

Interpretive Committee –

No report.

-Membership Committee –

See attached report.

-Motor Car Operations-

Dave Squire reported that a special McKeen operation was held for the Virginia and Truckee Historical Society. The scheduled operations were successful as well.

-Steam Train Operations-

Rick Kohler announced that more volunteers are needed for the upcoming Saturday Santa Train operations.

-Sagebrush Headlight-

Adam Michalski reported that he is working on the issue that is scheduled to be completed in January.

-Website -

Michael McClain reported that the site is up to date. He said that the Picon event ticket sales were done through the website. He is underway with the Iron Horse Rail Camp trademark registration.

-Youth Committee –

No report.

-Other Old Business-

Barry Simcoe reported that the proposed Memorandum of Understanding with the state museum board is still under development.

-New Business-

Dan Thielen reported that the museum's fire system is undergoing an upgrade and that new climate control is soon to be installed in the interpretive center and the shop. A new buildings and grounds person has been hired is on board.

GENERAL COMMENTS –

Barry Simcoe commented on his time served on the Board of Trustees and thanked the board members and museum staff for their help and cooperation.

ADJOURNMENT- 8:10 PM

RECONVENE- 8:10 PM

Roll Call – Trustees present were Michael McClain, Bill Kohler, Ron Allen, Todd Moore, Rick Bieniek, Dave Squire, Bill Barbe and Rebecca Bevans. Nancy Deis was absent but excused. Representing the museum were Dan Thielen and Adam Michalski. Also present were Gary O’Leary, Carol Foster, Rick Kohler, Larry Knack and Barry Simcoe

ELECTION OF OFFICERS –

Election of officers were held. All were unanimously elected.

The officers are: President-Todd R. Moore, Vice-President-Rebecca L. Bevans, Treasurer-Richard S. Bieniek and Secretary-William R. Kohler.

COMMENTS OF NEW BOARD-

Todd Moore expressed his thanks for the work that was done by the previous board and expressed optimism for the future of the organization.

ADJOURNMENT- 8:16 PM

Respectfully Submitted,

Bill Kohler

Bill Kohler, Secretary

**FNSRM RESTEAM HISTORY - TREASURER'S REPORT
FOR THE PERIOD: SEPTEMBER 1, 2021 - OCTOBER 31, 2021**

Beginning Balance @ 9/30/21		\$12,526.23
<u>INCOME</u>		
Donations - Restricted		
Transfer to FNSRM Checking	\$ (6,276.23)	
Total Income	<u>\$ (6,276.23)</u>	<u>\$ (6,276.23)</u>
<u>EXPENSES</u>		
Administrative	\$ -	
Total Expenses	<u>\$ -</u>	<u>\$ -</u>
Ending Balance @ 10/31/21		<u><u>\$6,250.00</u></u>

Respectfully Submitted,



Larry Knack, Treasurer

**TREASURER'S REPORT - FNSRM REGULAR ACCOUNT
FOR THE PERIOD: SEPTEMBER 1, 2021 - OCTOBER 31, 2021**

Beginning Balance @ 8/30/21 **\$ 44,739.35**

INCOME

Brick Purchases	\$ 100.00
Donations	\$ 306.10
Harvest Train Event	\$ 705.00
Memberships	\$ 5,520.00
Transfer from Resteam Acct	\$ 6,276.23

Total Income	\$ 12,907.33	\$ 12,907.33
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EXPENSES

Credit Card Fees	\$ 408.40
Friends Election Expense	\$ 633.79
Membership Chairman	\$ 889.50
Membership - Postage	\$ 169.95
Santa Train Expense	\$ 1,226.96
NSRM - Quarterly Donation	\$ 1,670.50

Total Expenses	\$ 4,999.10	\$ 4,999.10
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Ending Balance		\$ 52,647.58
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MONEY MARKET ACCOUNT

Beginning Balance @ 8/30/21	\$ 35,196.88
Interest Earned – September & October 2021	\$ 0.59
Transfer from Checking Acct	\$ -

Ending Balance	\$ 35,197.47	\$ 35,197.47
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Respectfully Submitted,


Larry Knack, Treasurer

TO: FNSRM Board of Trustees

FROM: Todd Moore, Fundraising Committee

DATE: December 1, 2021

The fundraising appeal letter approved at the October meeting has been printed and is in the process of being compiled and mailed to current Friends members. A copy is attached. I ask that each Trustee please contribute toward the fundraising drive. Leadership in fundraising is an important aspect in non-profit organization leadership. No amount is too small (or too large).

On November 7, 2021, the Friends applied for a \$5,000 grant from Travel Nevada through the 2022 Second Cycle Rural Marketing grants program. The grant has been awarded. This grant provides social media advertising funds for the Great Western Steam Up and has to be spent before 6/30/22. Proof of the expenditures (such as receipts and invoices) must be timely provided. It is a reimbursement matching grant, meaning that the Friends has to spend \$10k and it will be reimbursed \$5k. A copy of the grant application is attached.

Since we have begun applying for and receiving grants, good practice requires that we have a formal grant application and administration process.

The following "FNSRM Grant Policy" is proposed:

"Grant application authority is vested in a committee consisting of the President and Treasurer as well as the Chair of the Fundraising Committee. The committee exists to ensure continuity of grant oversight and administration.

For any grant application, the application must be approved by the committee in advance and by the Director of the Nevada State Railroad Museum, Carson City. Reimbursement grants require the approval of the full Board of Trustees of the organization.

For any grant awarded, the Chair of the Fundraising Committee is required to report to the Board of Trustees the deadlines and grant administration requirements of the grantor no less than quarterly to ensure that all applicable deadlines are met and administrative requirements are satisfied."

FRIENDS OF THE NEVADA STATE RAILROAD MUSEUM
VIRGINIA AND TRUCKEE DIVISION

P.O. Box 1330
Carson City, Nevada 89702



Dear Friend of the Nevada State Railroad Museum:

Thank you very much for your support of the Nevada State Railroad Museum in Carson City.

The Museum Friends organization has been hard at work throughout 2021 laying the groundwork for an exciting period of improvement and growth at the Museum. The Friends were instrumental in helping the museum acquire and study the nearly completed replica of the Virginia & Truckee's first locomotive, *Lyon*, which is one of the most important gifts the Museum has ever received. When completed, the operating *Lyon* will allow the Museum to extend the operational lives of the historic locomotives *Inyo*, *Glenbrook* and No. 25 well into this century without sacrificing any of the historic fabric that makes them cherished artifacts.

In addition, the Board of Trustees has created and adopted a strategic plan that sets a course toward expanding and enhancing the exhibit spaces and interpretive abilities of the Museum.

We will not be able to complete the *Lyon* locomotive or carry out the important vision of our strategic plan without your help. That is why I am asking you to please make a gift to the Friends this year. Every gift will be dedicated entirely to supporting the Museum, be it completing the *Lyon* locomotive or helping to develop and implement plans for expanding or enhancing exhibits. As a 501(c)(3) charity, your gift is also eligible for tax deduction.

Making a gift is easy. You can mail a check using the enclosed return envelope or use our secure online giving portal located here: <https://www.nsrp-friends.org/donation.html>.

Thank you for your consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Todd Moore', written in a cursive style.

Todd Moore, Fundraising Committee Chair

TO: Board of Trustees of the Friends of the Nevada State Railroad Museum

FROM: V&T 150 Committee, Todd Moore

DATE: December 1, 2021

RE: Status Update for Great Western Steam Up

Planning is still progressing well.

EQUIPMENT INVITES

Equipment invites have all been extended and the following is the status of each invite:

1. CSRM - V&T Nos. 12 *Genoa*, 13 *Empire* and 21 *J.W. Bowker* have been invited to attend. Dan Thielen, Adam Michalski and Chris DeWitt met with the Curator and Director of the CSRM in November. The CSRM has expressed interest and discussion between the NSRM and CSRM are underway. These locomotives would all be for static display. At least two CSRM locomotives (*Genoa* and *Bowker*) are likely to attend. A follow up meeting at the NSRM will take place in January.
2. Virginia & Truckee Railroad - V&T No. 11 *Reno* will attend. The NSRM/FNSRM will need to fund the move.
3. Santa Cruz Portland Cement No. 2 "Chiggen." This locomotive is an operable standard gauge 0-4-0 Porter steam locomotive and is currently leased to the Placerville & Sacramento Valley Railroad in Folsom, Ca. The owner and lessee have agreed that the locomotive will attend.
4. Bluestone Mining & Smelting No. 1. This locomotive is an operable standard gauge Heisler locomotive that formerly ran on a branch running off of the Nevada Copper Belt Railroad. It is owned by Roots of Motive Power in Willits, California. This invite is still pending.
5. Eureka & Palisade No. 4, *Eureka*. This locomotive is an operating narrow gauge 4-4-0 steam locomotive owned by Dan Markoff and is located in North Las Vegas. It is confirmed to attend, but will require a contribution toward the transportation costs. Dan's private car, the *Elsa*, may also attend.
6. Carson & Tahoe Lumber & Fluming Co. *Tahoe*. This narrow gauge 2-6-0 locomotive is a sister to the *Glenbrook*. It is currently under restoration to operating condition by the Nevada County Narrow Gauge Museum in Grass Valley, California. It will attend the event if the restoration is completed in time.
7. Nevada-California-Oregon No. 12/Southern Pacific Narrow Gauge No. 18. This operating narrow gauge 4-6-0 locomotive is owned by the Eastern California Museum in Independence, California. This locomotive will attend, with transportation costs to be underwritten by NSRM/FRNSRM.
8. Bock Lumber Co. No. 1. This is an operating 0-4-4T "Forney" standard gauge steam locomotive. It is privately owned by Fred Haberkamp of Illinois. It will attend, pending a transportation subsidy equivalent to other equipment from nearer locations.
9. Wiamanolo Plantation No. 4/*Deanna*. This is an operating 0-4-2T narrow gauge steam locomotive owned by George Thagard in Coto de Caza, California. Will attend.
10. Detroit Yukon Mining No. 3. This is an operating 0-4-0T Porter narrow gauge steam locomotive built in 1904 and owned by Tom Gaszi of Orange County, California. Will attend.

Bill Kohler to update us regarding his efforts to invite and secure attendance of steam automobiles and tractors, hit & miss engines and miscellaneous steam powered equipment and displays. Two steam fire pumpers are confirmed to attend, but may require assistance with expenses.

Estimated shipping costs per piece of railroad equipment are still approximately \$7k per piece. Estimated total transportation costs are \$50k.

Dan Thielen has submitted a request for \$98k in NSRM "private funds" that are managed by the Nevada Board of Museums and History. The request is set for the December 9th meeting of the Board. The funds would be used to subsidize equipment transportation costs, infrastructure and advertising.

OPERATIONS

The event aims to offer several steam railroad "experiences" for visitors. One is a "Pageant of the Rails" to be held at the Museum turntable twice each day to feature operating equipment. Two is the largest display of Virginia & Truckee locomotives in over 100 years. Three is narrow gauge passenger train rides featuring 3-4 locomotives pulling trains at various times during two of the event's four days. Four is standard gauge train rides featuring 3-4 locomotives pulling trains on the alternate days.

PARKING

Remote parking at the former Nevada National Guard site near the railroad museum is confirmed, but only the spaces outside the fencing are available. Additional space in the State of Nevada parking lots between Stewart & Roop Streets south of Little Lane is secured. . We hope to partner with a local charity to operate the parking lot to benefit that charity. (Perhaps the Boys & Girls Club.) Anticipated charge is \$5 per vehicle with free shuttle drop off. Pedestrian access is also available. There is not anticipated to be any parking at the NSRM itself except for crew and staff.

ENTERTAINMENT/FOOD

We are working with the Brewery Arts Center to coordinate entertainment booking for a stage to be located near Gibson Park. Food is anticipated to be via 4-6 food trucks. A beer garden operated by Rotary is confirmed. 10% of Rotary profits will go to the FNSRM. A large 50x50 foot tent with tables and chairs for guest to rest and eat will be needed. Porta potties will also be needed in this area

VENDORS

We hope to have 25 vendor tents approximately 10x10 foot side in the parking lot area. We need an individual to spearhead this effort.

TICKETS

We hope to begin ticket sales on March 1st. Tickets are estimated to cost \$40 each, with a \$100 event wide option (\$60 savings). Hoped for break even point is 2,000 tickets sold, which is about 25% higher than a typical Santa Train event. Sales goal is 5,000 tickets. We are also exploring ticket packages with the V&T Commission to include V&T rides. Tickets will be inclusive of train rides and entertainment. Food will be an additional cost.

ADVERTISING

“Soft” advertising is underway with flyers printed and being distributed. We will partner with Visit Carson City and Travel Nevada to more aggressively promote the event beginning in early 2022.

We need a volunteer to reserve “www.greatwesternsteamup.com” and develop a website with information and ticket purchase portal.

V&T 150 CELEBRATION DINNER

The evening of Saturday, July 2nd, we will host a gala celebration dinner in the NSRM Shop space to celebrate the 150th anniversary of the completion of the Virginia & Truckee Railroad between Virginia City and Reno. The event will be for 90 people and the anticipated ticket cost is \$100 per person at a cost not to exceed \$75 per person. Rick Bieneck has agreed to chair this event. The Virginia & Truckee Railroad Historical Society has agreed to sponsor the event for \$2500. The Virginia & Truckee Railroad was asked to also sponsor at \$2500, but no response has been received.

PERMITTING

The event will require special permitting by Carson City due to the size and scope and traffic lane closures. Todd is working to have an initial meeting with Carson City in December or January to discuss needs.

BUDGET ISSUES

The total estimated cost of the event is \$110k-\$126k. (\$50k for transportation costs, \$20k for tents and other infrastructure, \$10k for the gala dinner, \$20k for advertising and a \$10k contingency.) Anticipated revenue is from \$110k to \$200k, depending on the number of tickets sold and sponsorships.

SPONSORSHIPS

Visit Carson City has proposed to be a sponsor at the \$10,000 level. The Visit Carson City Board has scheduled a meeting for December 13th to vote on the sponsorship. The proposed sponsorship agreement is attached.

Board approval is sought for a corporate sponsorship program at the following levels:

1. Presenting: \$10,000+
2. Gold: \$5,000+
3. Silver: \$1,000+
4. Sustaining: \$500+ 5.Regular: \$250+

Benefits would be free entries and mention in promotional consideration Top two level would receive special benefits such as cab rides and guided tour and gala dinner tickets.

A sponsor promotion slide deck has been prepared. A copy is attached.

December 1, 2021

Friends of the NSRM Membership Report for NOVEMBER 2021

MEMBERSHIPS		MEMBERS	
Students:	1	1	
Seniors:	163	163	
Individuals:	43	43	
Family:	83	160	Senior Couple:
	135	268	
Sustaining:	67	109	
Contributing:	7	13	
Patron:	3	4	
Lifetime:	10	11	
TOTAL:	512	772	

In addition there are 40 Complimentary Memberships that receive the Sagebrush Headlight.

Respectfully,

Susan D Allen

Susan D. Allen
Membership Chairman

Memberships Purchased in NOVEMBER	
9@	\$20...\$180
5@	\$35...\$175
10@	\$40...\$400
3@	\$60...\$180
<u>2@</u>	<u>\$100...\$200</u>
29	\$1135
DONATIONS	
	210.00
BRICKS	
	0
RAIL CAMP	
1@	\$1260.00
PECON PUNCH	
23@	\$20.00..\$460.00
TOTAL	
	\$3065.00

TO: Board of Trustees of the Friends of the Nevada State Railroad Museum

FROM: Bylaws Committee, Rick Kohler, Chair

DATE: October 4, 2021

RE: Proposed Bylaw Amendment

ISSUE: The Bylaws of the FNSRM do not provide a mechanism to ensure continuity of leadership and maintain institutional knowledge within the Board of Trustees. For example, all but one member of the Executive Committee of the 2021 Friends Board will be ineligible to serve on the 2022 Board. The Bylaws Committee has considered various alternatives for addressing this issue. Staggering the terms of elected officers was deemed infeasible because it would hamper the ability of the organization to promote leadership through the ranks of its officers because officers would be replaced in staggered fashion. The Bylaws Committee is also concerned that additional measures might unduly constrain the ability of a newly constituted Board to elect its own officers for the upcoming year. As an alternative, the Bylaws Committee favors an amendment that makes the immediate past President of the Board of Trustees a non-voting member of the Board. The Committee feels that such an amendment is a reasonable compromise that preserves a measure of continuity without compromising the authority of the Board itself.

PROPOSAL: Amend ARTICLE IV of the Bylaws to add a new Section 9, to read as follows:

“Section 9. IMMEDIATE PAST PRESIDENT. The Immediate Past President is a non-voting member of the Board of Trustees. The Immediate Past President serves as advisor to the President and assists the Executive Committee. The position carries out special projects as needed and appointed by the Board of Trustees. The duties of Immediate Past President include orienting new officers and Board of Trustees members and ensuring the continuation of institutional knowledge and processes. The position of Immediate Past President shall be for one year, unless the President of the Board of Trustees is elected for successive terms, in which case the Immediate Past President shall continue to serve until a new President is elected. The Immediate Past President must have served as the last President of the Board of Trustees prior to the election of the current President and must be a member in good standing of the Friends of the Nevada State Railroad Museum. The position shall be filled automatically and is not voted upon by the membership or the Board of Trustees.”

PROCESS: Article X of the Bylaws governs amendments to the document. It states that the Bylaws Committee shall give written notice to the Board of Trustees at least ten days in advance of voting upon any proposal to amend the Bylaws. The Board of Trustees may adopt an amendment by a two-thirds majority of the entire Board of Trustees at any regular or special meeting.

Accordingly, the Bylaws Committee requests that the Board of Trustees discuss the adoption of the proposed amendment at its October 2021 meeting and propose any alterations to it at that time. The Board should not vote to adopt or reject the proposed amendment until its December 2021 meeting due to the advance notice required for such votes.