

**Feather River Rail Society**  
**Board of Directors Meeting – September 14, 2024 – 1:00 PM**  
**Western Pacific Railroad Museum Meeting Room – WPRM, Portola, CA**

President Greg Elems called the meeting to order at 13:43.

**Attendance**

**The following Directors were present:**

Greg Elems	Charlie Spikes – ph – arr. 3:45 PM	Matt Elems
Kerry Cochran - phone	Roger Stabler – ph – dep. 2:00 PM	Janet Steeper
Steve Habeck	Bob Sims – phone	Eugene Vicknair - phone

8 directors present at meeting start – Quorum achieved.

**Visitors:**

Gus Paoli	David Elems – CMO
Desmond Powers – Treasurer	Nick Manos – Asst. CMO – ph

**Correspondence**

*Stabler*

- Due to family situations, he will be withdrawing from the Board and the Steam CMO position as of September 28, 2024. Will be reducing his participation in the museum. Discussion about WP 165 situation with FRA inspectors. Leaving and donating boiler and steam tools to the FRRS. Will be available for questions and inspection issues with the steam program. Would be available to teach / instruct people. Wishes the museum the best. Thinks Logan Beers would be good replacement.

*David Elems*

- Due to work commitments will be resigning as CMO. Withdrawing from Mechanical Department, Safety Committee and Operating Department at the end of September. Letter received.
- The Board thanks and sends appreciation to Roger Stabler and David Elems.

*Habeck*

- Letter from Sierra Air Quality District. Having a green waste disposal event for Portola events.
- Letter from TransAmerica, our property insurance company, discussing fire mitigation. Ways to get deductions on our premiums. Currently no deductions are applied to our premium. Many of the items are not applicable to us or require special classes / work.

**Consent Calendar**

1. Minutes – Minutes of the August 2024 BOD Regular Meeting.

Noted that Financial Reports were tabled. This is corrected in the minutes.

Motion 24-09-01

Approve the minutes for the August 2024 Regular Meeting as amended.

Vicknair / G. Elems. Aye – 7, Nay – 0, Abstain – 0. Motion carries.

**Old Business**

**Headlight Proposal from White River Publications**

Review proposal for publication of Headlight Magazine.

- Tabled from previous meeting.

- Written reports provided.
- Received comments from Bob Sims, had email discussion.
- Kerry Cochran would like to take action on this and proceed.
- Fighting a bit of a timeline issue. Would have had Headlight out next month, but if we change, would likely be toward end of year.
- Costs and proposal are set. Good for 1 year.
- Kerry was getting clarification on a couple of different items. Our current schedule is 2 issues a year and we would get a print ready PDF for archival use.
- Director Sims has question about mailing. Wanted clarification on how mailing would be handled.
- White River would use bulk mailing. Assumption is that mailing cost would go down compared to our current mailing cost. Noted that media mail regulations have been changing.
- Discussion about mailing and costing.
- Noted that most recent Headlight at 44 pages was largest we have published in a while. Quote is for 24 and 32 page issues.
- Projected production savings is around 10% compared to current. This does not include mailing.
- Nick Manos feels that we need to look at publication costs. Noted that publication budget exceeded membership income. Feels we need to not commit to a volume on Headlights.
- Director Vicknair noted that he is doing an in depth analysis of membership servicing costs. Feels we should not drop below 2 Headlight issues a year.
- Matt Elems asked if Headlight should be offered as a PDF similar to Train Sheet.
- Kerry Cochran noted that intent was to maintain Headlight as a premium publication.
- Discussion about cost for production which includes editing costs.
- Commitment is for 2 years.

Motion 24-09-02

Empower Director Cochran to complete negotiations with changes discussed and report back to the Board. Vicknair / G. Elems. Aye – 7, Nay – 0, Abstain – 0. Motion carries.

### **Group Rate Costs**

Discuss changes to group rate charges.

- Verbal report given.
- Current information given.
- Recommended we table this to next meeting and add admission and train ride costs to the analysis and do complete review of costs and income.
- Also review special event pricing, school groups, Scouting, etc.
- Consensus direction to table and proceed as suggested.

### **New Business**

#### **2025 Event Calendar Review**

Review proposed 2025 calendar.

- Proposed 2025 Calendar provided.
- Request changes be sent before next meeting.
- To be reviewed for approval next meeting.

#### **Purchase QuickBooks License for Treasurer**

Approve expenditure.

- Desmond Powers noted that we do not maintain our General Ledger in house. It is maintained in Susan Scarlett's office and is maintained very well. Susan will continue to operate as bookkeeper and maintain General Ledger.
- It is important that we be able to review and access the General Ledger and have a copy.
- To do this we will need to have latest version of Intuit QuickBooks.
- Susan uses QuickBooks Gold Enterprise level.

- Cost will be about \$2,000 to \$2,300 to initiate. Renewal is \$750 per year.
- We would have one (1) license. It would be accessible by the Treasurer.
- We would get a copy on a monthly basis from Susan Scarlett.
- License would be owned by FRRS.
- Discussion about where to install / remote access.
- Director Vicknair suggested that we check out TechSoup which provides discount software to non-profits. Desmond to review their offerings.
- Desmond will review and report back to the Board.
- Consensus is that software should be installed local to the Treasurer and not at the museum due to power and internet access issues.

### **General Ledger Transactions**

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Review status of transaction review.

- Desmond Powers has been talking with Susan Scarlett as he takes on Treasurer role.
- Discussion started while investigating the grant from Plumas County Grant for drainage.
- Grant contract language restricts the use to specific task (drainage) and needs to have all receipts and be fully accounted.
- When Desmond checked, he was told that grant check was deposited into general disbursements account. Has been discussing this with Susan, Cheryl and Eugene.
- PayPal transactions have been getting duplicated. Eugene is working to get this untangled. Finding he needs to be at the museum to review the Daily Reports.
- The Plumas County money came from ARPA Federal Funds. Any funds not used must be returned by December 31, 2026.
- Noted that federal accounting and auditing is a whole different level.
- Discussion of how restricted funds are handled.
- Going forward will improve reporting.

### **Engine House Drainage Grant**

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Review status of grant funded work and grant.

- David Elems will continue helping with planning to get Brian Waller up to speed.
- Need to get Underground Services in to do a ground scan.
- Planning is proceeding.

### **Good of the Order**

#### **President's Report**

- Verbal report provided.
- Work being done on SP GP9 2873. Spent a lot of time on prep for painting. Hoping to put the yellow paint on lettering and end of long hood soon.

#### **Financial Reports**

- Tabled to October meeting.
- Discussion about Point of Sale inventory revision.

#### **Director's Reports**

none

#### **Event Reports**

- *Pumpkin Patch Express*
  - Info is on website.
  - Pumpkin Patch decorations crammed into party car. Needs to be sorted out and reorganized. Currently hard to get at.
  - Posters are coming. Working with Patty on advertising and volunteers.
  - Going to start social media promotion tomorrow (Sunday).

- Working on decorating plan.
- David Hansen can get pumpkins. Feather River Coop thinks they can get pumpkins to store. Reported price would be competitive with WinCo.
- The Safari Zoo has closed. We used to donate pumpkins to them. Animal Ark is interested in getting donated pumpkins after event.
- Greg and Steve are talking about train lineup and yard set up.
- *2024 Portola Railroad Day*
  - Greg and Steve have been talking with Jen Romero about Portola Railroad Days.
  - Expectations for event have been dialed back. Planning has been short and city volunteers have been in short supply.
  - Planning for photo event as part of Railroad Day.
  - Tom Hervey and Michael Coen will be crewing a booth at the park.
  - We will be doing extra caboose operation. Have sufficient crew signed up.
  - Work has been occurring on the grounds to prepare.
  - If we have enough people we will open some cabs.
  - For next year they are tentatively planning to do last weekend of September.
  - For this year we will again be offering free admission and charging only for train rides.
  - One more meeting before event to tie up loose ends.

## Department Reports

- *General Superintendent* – written report provided.
- *Historical / Archives* – written report provided.
- *Webmaster* – written report provided.
- *Train Sheet* – written report provided.
  - Eugene and Greg working on articles.
- *Signal* – written report provided.
  - Discussion about changing remote access on the answering machine messages
- *Mechanical* – written report provided.
  - Report received from Nick Manos.
  - SP GP9 2873. Body work on front nearly done. Yellow on rear going on tonight. Tomorrow start masking red sections. Hopefully paint Tuesday or Wednesday. Finish prepping front and cab next week.
  - Reviewing highlights from report.
    - Will be scheduling work sessions in advance. Laid out dates for 2025.
    - Wants guidance from the Board on priorities. Will work out time and funding for requests.
    - Wants to start keeping operational engines in the engine house outside of operating season.
    - Discussed taking care of hazmat materials. We need to upgrade how we handle and have procedures.
    - If 2873 is done in time, it will be used for Pumpkin and Santa Trains and the QRR 1100 and WP 1503 will be winterized right before Pumpkin Trains. If not, then WP 1503 will be the operating locomotive. For next year, wants to set up WP 1503 with anti-freeze for year round operation.
- *Facilities*
  - Noted that Brian Waller is now Facilities Manager.
  - David Elems is helping with transition.

## Committee Reports

none

## Legal / Insurance Report

- Habeck completed Directors and Officers insurance renewal.

## Status of Surplus Property Report

none

## Safety Committee

none

## Notices

- Visitor from last weekend expressed they were impressed with the Big Boy Celebration.

## Public Comments

- Habeck opened up baggage car and diner. Noted that coolers leaked in the baggage car. Probably dirt tracked in mixed with water. Need to use rug shampooer to clean rug.

Motion 24-09-03

Add item of urgency to closed session.

Vicknair / G. Elems. Aye – 7, Nay – 0, Abstain – 0. Motion carries.

**Closed Session** – requested by President Greg Elems, Director Matt Elems and Director Eugene Vicknair  
5:07 PM – 6:18 PM

- Volunteer Issue
- Property Issue – City Planning

The Board heard a report on a Volunteer Issue. Consensus direction given. No reportable action taken.

The Board heard a report on a Property Issue – City Planning. Consensus direction given. No reportable action taken.

## Adjourn

Meeting adjourned at 18:19

Next Meeting: October 12, 2024 – 1:00 PM

Location: WPRM Meeting Room, Portola

Respectfully Submitted

Eugene Vicknair – FRRS Secretary