

October 2011 Board Meeting Motions and Actions Summary

2012 Calendar and Concert Calendar

Tabled to November

President's Report

- WP HOSPITAL -- The clean-up and safing of the Hospital area is complete. We have received bills from Rick Joy (actual labor) and Intermountain Disposal. Rick Joy gave us a nice discount. A person has been arrested and has reported confessed to the arson. The bail is set at \$1 million. They also burned the school in Portola the night after the Hospital fire.
- COLFAX RAILROAD DAYS -- Colfax went well. We saw a lot of people and the event organizers and local merchants were very happy with us and the event. We received a lot of media coverage and should be able to spin some more promotion / media out of this. Gross income in stores / RALs nearly \$4500. Talking about improvements for next year, including a planning guide for future events. UP expressed that they are happy with us and our participation. They would like our involvement in more events.
- WP 106 / CHARLES O. SWEETWOOD -- We have the ownership papers and keys for the Sweetwood (and the blue Santa Fe reefer). The car is officially owned by the FRRS and all issues relating to it are concluded.

Financial Report

- Financials provided.
- Looking at large end of year cashflow deficit, much due to Hospital Fire clean-up.
- Museum Store is looking to break even, Operations side of budget showing deficit.
- Admission numbers were lower than expected for

2011. We need to bring in more people. A review of admission reveals we had less than 4000 paid visitors. Manager Epling believes that we may be missing about 40% of the visitors for getting paid tickets.

- Assets listed around \$2 million. Our asset position is very good.
- An error was discovered in compensation approved by Board for President McClure for time off to deal with museum legal issues. Discovered that this is prohibited by by-laws and has been stopped.
- There were a lot of one time / surprise expenses this year, but we have no buffer for such expenses.
- Business Practices Committee will be looking at ideas and business plan for improving income / admission numbers.
- We are moving in the right direction, we need to just improve several things.
- RAL is doing very well this year.

Director's Reports

Vicknair – Thanks to the work of Bruce Bowman and especially Bob Sims, the Silver Debris is nearly complete. The floor is done and Bob and I are coordinating the purchase and installation of the appliances and the movement of the cabinets from the Shower Car to the Debris. We need to find a crew to complete the deck for 2012. The plans are available, we just need the people and some good lumber. The Shower Car needs repair, particularly some areas of floor. I would recommend looking at doing a floor similar to the Silver Debris'. Also, we should probably look at just doing one end at a time in the Shower Car and repairing / upgrading the various fixtures.

Department Reports

Publications – Double issue at printer, but we have few

HOW TO MAKE ADDRESS and MEMBERSHIP CHANGES

In our efforts to inform and keep in touch with our members, one of the difficulties we often face are members who have moved or changed their contact information without sharing the changes with us. If you move, get a new email or phone number, or need to make other changes to your contact information, there are several easy ways to let us know.

By postal mail: FRRS - Membership, P O Box 608, Portola, CA 96122

By email: memberships@wplives.org or info@wplives.org

Or you can call the museum directly at 530.832.4131

When sending new contact info, please include your full name, member number, former contact information (and mark it as your old information) and your new contact information. Also, if you have an email address, please consider adding it to your membership information so we have multiple ways to contact you. This will help us keep in touch with you in case other methods do not work.

items for future issues. We need more submissions. Issue 42 of Headlight is going to press soon.

Committee Reports

- *Business Practices* - CapitalOne Card Connect: CapitalOne is offering a credit card that donates portions of charges to non-profits. Committee recommends that a plan for marketing and promoting the cards be put together.

2012 Store / On-Line Store Business Plan: Discussion about creating a promotion / business plan to increase awareness and revenue for the FRRS retail operations and improve the look of the On-Line Store. President McClure gave consent to proceed and the committee will consider this further.

Admission: Reviewing data and feedback from first year of admission. Overall, the concept looks to be a success, with a marked increase over what we were receiving in the donation boxes and relatively few complaints. We will be considering suggested discounts, tweaks to the program, cross marketing / joint admission with other groups and possible promotion ideas.

Public Comments

- Charlie Spikes, Matt Elems and others have donated money to the Fuel Fund.
- Grizzly Ranch holds a Halloween Party each year. Asked if they could use the tow rig we use for Portola Railroad Days.
- October 15-16 there are plans for a track work party.

Closed Session

Meeting adjourned to closed session at 5:32 PM and reconvened to open session at 5:54 PM. Director Vicknair reported following the closed session:

"The Board heard a report on a legal issue: FRRS v. Morgan. Final paperwork concerning the settlement, including ownership papers of the WP 106 passenger car, has been received and this issue is considered closed at this time. No action taken.

The Board heard a report on a legal issue: FRRS v. Kasten / ITAC. No action taken.

The Board heard a report on an equipment issue: Equipment Donation. No action taken."

November 2011 Board Meeting Motions and Actions Summary

Motion 11-11-01 Consent Calendar

Motion to accept consent calendar and the minutes of the September and October 2011 meetings. Brehm / Monger. Aye – 6, Nay – 0, Abstain – 1. Motion carries.

Motion 11-11-02 2012 Event Calendar

Motion to accept revised 2012 calendar. Cochran / Vicknair. Aye – 7, Nay – 0, Abstain – 0. Motion carries.

Motion 11-11-03 Records and Communications Policies

- Review of updated volunteer record and communication policies
- Review new Volunteer Program policy
- Discussion: 2.1 Maintenance of Records – request to keep records on volunteer hours, want to see the point about recording hours strengthened.
- Look at implementing this feature in the Point of Sale system
- This will be addressed in new Volunteer Training Manual
- Discussion about needing improvements to or new program to replace iVolunteer
- Discussion: 6.1 Reimbursement – current reimbursement forms require only 1 signature. Recommendation to require 2 signatures on reimbursements for amounts above a certain level.
- This policy does not layout process of reimbursement. That is in another area with procedures.

Approve the three presented Policies (Volunteer Files and Records, Volunteer Communications, Volunteer Program) with amendments. Brehm / Carter. Aye – 7, Nay – 0, Abstain – 0. Motion carries.

Motion 11-11-04 Deaccess FRRX / VIA 754 Lounge Car

- Review proposal to approve FRRS / VIA lounge car 754 for deaccession and sale. Estimated listing price \$55,000.
- Car originally purchased along with the Edenwold for use by the volunteers. Was a plan approved by the Board years ago to use it as a volunteer lounge which was rescinded and changed to use in off-site service.
- Question if that use of the car is still viable with the other resources we now have. Silver Debris and Silver Plate are now available.
- Has been discussion about adding it to the off-site road train. Car can be used as a snack bar and for sales. Could be used to make money.
- Car was purchased for \$12,000 - \$14,000 for use by volunteers. Norman Holmes got free movement on