

**Board of Directors Meeting Minutes
Potomac Division, MER, NMRA
7:30 PM, January 20,2026**

1. Call to Order: at 731pm

- a. In Attendance: E Little, K Wilson, G Cassidy, A Belida, M Brechbiel, L Stoermer, J Stanley.

2. Adoption of the Agenda – Greg motioned, Ken second, approved as presented.

3. Approval of Minutes of Past Meeting

- a. Minutes from prior meeting: December 2025 – approved without changes.

4. Superintendent's Report (Ernie Little)

a. **2026 Event Planning update**

- i. Steve K. has applied for two dates at the Dranesville Community Center and is awaiting confirmation. Is working on adjusting time to add a little earlier to allow set up time.
- ii. June 27 at Leisure World site arranged, Greg has four layout tours scheduled and one pending that will coincide.

b. **Web Master Report:** many changes and updates, clinics in particular, calendar updated, updated new member.

- i. **Need to add to website.** The nonprofit status and info about donation process.

c. **AP manager opening:** Martin is asking to have a replacement by the end of the year, Ernie is working on getting someone lined up. Martin is willing to provide necessary assistance. Need a member to be willing to take this on.

d. **2026 Liability Insurance:** has been received and is good to go for the year for the Division.

e. **Pickup of Lionel train set and items:** Greg and Ernie accepted a donation of vintage O gauge items, that will be sold to support the Division activities.

5. Senior Asst. Superintendent's Report (Greg Cassidy)

a. **Nonprofit effort status (Greg Cassidy)** has been successfully approved by IRS for 501c3. Copy of the determination letter was shared within the Board and will be saved into the website. Annual filing of the 990 forms can be done via electronic as a 990-N form since the Division is expected to be below the threshold that would require more significant reporting documentation. Discussion then revolved around a Board facing page within the website to secure such documents for access by members and future members.

6. Flyer Editor/Publisher Report (Alex Belida)

This is shaping up to be rather large 60+ pages. I'm dubbing it an AI issue as I've used AI to create new profile photos of the board and authors and we have articles about AI – one on track planning, another on making signs, plus a brief item noting how a couple members have used AI in their modeling.

We have the schedule for our 2026 Board elections. Deadline for candidates is Feb. 7th so get your info to the Election Committee if you're running for Assistant Superintendent and Paymaster.

Our Meet the Member is about Bob Sprague, longtime Flyer assistant editor. Ken Wilson, always reliable, reports on Bernie Kempinski's recent open house. Martin Brechbiel reports on another one of his builds, a small freight shed – the first in a new series of construction articles he is providing the Flyer. John Paganoni reports on adding a track weighing scale to his layout, Jerry Stanley reports on the recent Hobby Barn clinic on building with styrene. Brian Sheron discusses upgrades to Jamaica Station on his LIRR. We review last year's Challenge winners and the challenge for this issue involves decals and other signs.

7. Asst. Superintendent's Report (Ken Wilson)

- a. Layout tours being arranged.** Loudoun and Montgomery areas. Ken will handle further for information to be sent out. Lee getting with Ken to coordinate and get to Alex for publication for the Loudoun tours in March and Greg has info being readied for the Montgomery area tour later in the year.

8. Paymaster's Report (Jerry Stanley)

- a.** Jerry provided an update and status of the account. A separate form was emailed and will be posted to the newsletter/website. Jerry and Ernie note that a \$8 service fee was charged to the account (more than the prior months \$5 fee) that they will be contacting the bank representative as the Division being a nonprofit was to be granted a no fee account status. Jerry notes deposits to the account from the sale of G scale items and donated items sales at November meet coordinated by Lee.

9. AP Coord. (Martin Brechbiel)

- a.** Martin discussed AP info, has someone that is desiring to have an evaluation performed in the Luray area that they are working on coordinating. Martin also reviewed an issue with Ionos (sp?) regarding an erroneous fee that was posted to our website service. (\$2.50), Fee has been covered and is not requesting reimbursement. Ernie notes that he had a conversation with web service tech and is assured it has been cancelled and will follow up on that.

10. Old/Unfinished Business

a. AP clinic schedule (Ernie Little) –coordinate and get schedule set.

- i.** Discussion on scheduling and order of clinics, primarily the AP program information's needed. This was a significant portion of the meetings time, but in the end resulted in a calendar of events through November 2026. Discussion also on proposed joint meet with Chesapeake has failed to garner much of a positive response from them so November meet is proposed to return to Battlefield location without being a joint meet, although open to any

NMRA member. Jerry requested to begin request for the first Saturday (7th) in November.

- b. Membership notification policy for expirations. (Ernie Little)** – no comments received since last meeting from members.
 - i. Discussion revolved around lead times for events. Jerry had issue with not enough notifications going out frequently enough. Following discussion was regarding over saturation of notices being sent out could also become an issue and there is a fine balance between too much and not enough, with persons reporting as spam or unsubscribed. Since a review of members on the mailing list and subscribed to the Division, only one unsubscribe has occurred and was related to a member that relocated out of the Division to another. A proposed time frame was agreed at: notifications by Bill on social media be arranged at: minimum 30 days out, 14 days and then one day prior to events.
- c. Revision to PD bylaws (Greg Cassidy)**
 - i. Greg provided info regarding proposed revisions: will provide to membership the revisions in a future special edition of the Flyer NewsBrief, ahead of the annual meeting and election. Proposed to have these amendments as part of the election electronically or will be voted for approval at the annual business meeting. Revisions revolve mostly on updating the bylaws to account for inclusion of incorporation and nonprofit status.

11. New Business

- a.** Need to get bylaw amendments ready for distribution to membership so we can move on them at the Annual meeting. Bylaw updates due to incorporation and 501(c)(3) status. (Greg Cassidy) see item 10c for additional info. Revisions to be provided to members for review, comment and eventual adoption.
- b.** Discussion about receiving and disposition of donated items; will be further discussed and addressed next meeting.
- c.** Alex: requested we consider providing and promoting a giveaway table (- clerk note: white elephant I believe is the term for such tables) to be made available at future in person meets, for persons to set out items they desire to giveaway.

12. Good of the Order

- a.** Concerns/Questions. None.
- b.** Date, Time, and Place of next BOD meeting February 17, 2026, 7:30 PM.

13. Adjournment

- a.** Greg motioned, Jerry seconded and passed at 917pm