

Board of Directors Meeting Agenda
Potomac Division, MER, NMRA
Bull Run Library, Manassas, VA
DRAFT 9/27/2026
10:30 AM, September 26, 2026

1. Call to Order

Meeting called to order at 1043 am by Superintendent Little. Those in attendance were: Ernie Little, Greg Cassidy, Jerry Stanley, Ken Wilson, Lee Stoermer, Alex Belida, Martin Brechbiel, and Bill Schultheiss.

2. Adoption of the Agenda-

Agenda was reviewed with an addition of an item concerning Division boundaries by Greg Cassidy. Motion to accept agenda by Greg Cassidy with second by Ken Wilson. MOTION PASSED.

3. Approval of Minutes of Past Meeting

- a. Minutes from prior August 17, 2026, meeting were reviewed and accepted by motion made by Greg Cassidy and second by Ken Wilson, MOTION PASSED.

4. Superintendent's Report (Ernie Little)

a. 2026 Event Planning update

We have two virtual and two in person clinics scheduled. One of the virtual clinic slots has not been determined. Discussion of moving Ernie's in-person Civil AP clinic from November 14th to November 15th as a virtual clinic and replacing it with Martin Brechbiel's Cars AP clinic (video from prior clinic was not successful). Discussion took place and it was decided to make the change in schedule.

b. Web Master Report

No report.

c. 2026 Audit

The audit was discussed and members present asked that it be posted on the division's drop box for them to see.

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

a. New banner and existing banners.

Greg provided information on the new banner initiative. Discussion took place on each option and version resulting in a motion to use Option 2, version 4 as the design. (This is the rust color background with QR code on it. Motion by Greg Cassidy with a second by Ken Wilson. MOTION PASSED.

6. Flyer Editor/Publisher Report (Alex Belida)

- a. Alex Belida reported on the contents of the upcoming October/November newsletter. He referred to it as the "Adhesive Special" as there are several articles concerning use of adhesives in it

The October-November issue of the Flyer is shaping up to be another big one. I am calling it the Adhesives Special as it features an article by Martin Brechbiel about how to keep your glue work tidy, an article by Mark Gionet about how to handle bad gluing jobs, and listings of

glues they use and why by Brian Sheron, Greg Cassidy and Martin B. OK. Beyond those we have reports on the Chattanooga NMRA convention by Ernie. The team of Greg Cassidy and Ken Wilson have reports on the Silver Spring meet and Maryland and DC layout tours. Doug Hess updates us on the activities of the Potomac Module Crew. Our Meet the Member feature is about Jim Hellwege. Martin provides another structure build article – Donovan’s Shop. And I’m introducing a new feature called “From the Flyer Archives” where I pick out items of note from past issues. Our Challenge is a Member’s Choice with a wide variety of submissions.

- b. Greg Cassidy added that he asked for input from the membership regarding the recent lack of attendance at the B&O Station meet held on September 12th in the article he submitted.

7. Asst. Superintendent’s Report (Jerry Stanley)

- a. Jerry Stanley reported that the in person clinic at the Hobby Barn scheduled for October 10th is on as scheduled. The conflict he had with the date is no longer an issue. He will provide a write up to Alex and Ernie so it can be added to the upcoming newsletter, website, and mail chimp announcements.
- b. Jerry and Ken Wilson had a discussion recently and is proposed that a once a month work session at the Hobby Barn be started to allow members to get together and work on a project or discuss projects they are working on and need assistance. After discussion, it was decided that the work sessions will be scheduled for the first Saturday of each month at a time to be determined.

8. Paymaster’s Report (Ken Wilson)

- a. Ken Wilson provided the Paymaster’s report for the checking account activities.
- b. Paymasters report

Regular Checking Account

Previous balance as of 8/18/2026	\$6,069.15
Checks issued - None	
Deposits	
Cash from 5 registrations for September 12 th , live clinics	\$50.00
Balance as of 9/25/2026	\$6,119.15

PayPal Account

Previous Balance as of 8/18/2026	\$100.00
No activity	
Balance as of 9/25/2026	\$100.00

Cash on hand \$70.00

In addition, Lee Stoermer advised that he had a balance of \$784.54 in PayPal of which a transfer needs to be done to take it back to the authorized \$100.00.

- c. Discussion took place concerning the Reimbursement form he has been working on that Gary Mason had recommended as part of the 2026 audit. The form needs to have an approval by a BOD member and when it is a BOD member makes a purchase that BOD member cannot approve his or her request. AS a result of this discussion it was decided that the reimbursement request will be make via email and it can be approved by another BOD

member in that fashion. A policy on this is needed and Ken will work on it for inclusion in the Division's Policy and Procedure manual in the future.

9. AP Coord. (Martin Brechbiel)

- a. There is a new AP certificate called Master Builder- Modular Railroad. Martin Brechbiel has received a copy of the evaluation guidelines and other forms for the certificate. It was determined that these items will be added to the Division's website clinics page in the AP area.
- b. He also reported that he has received a request for evaluation of three modules that are in possession of a division member but were built by a former member who now lives outside our division. As the requester is not a division member the evaluation can take place but will need to be forwarded to the appropriate Region AP manager for processing and sent on to National NMRA.
- c. There was further discussion concerning a request for evaluation of another set of modules that does not appear to have been submitted in proper fashion that bypassed Martin and was sent to Tom Matty. Martin is going to follow up and attempt to get the situation corrected.

10. Old/Unfinished Business

a. Status of video of (Martin B.) 5/23/36 annual meeting/meet.

The video of Martin's Cars AP clinic video having a technical issue where the sound was recorded but the video was not done correctly. See item 4a for the determined solution to the issue.

b. Division Shirts (Lee Stoermer)

Lee Stoermer has been working on this project since the Annual meeting on May 23rd. He presented alternatives for the shirts and made a recommendation that we use Jelsma as the vendor.

Discussion on the issue took place resulting in a motion to use Royal Blue as the BOD member shirts and the recommended shirt color for members shirts. Members can select another color provided by the other color available from the vendor. The Division would need to make a bulk order of a minimum of 24 shirts of any color at a price of \$24.95 each. could be selected by the membership. After the bulk order is made the vendor would handle shirt orders made directly for a price of \$32.00 which would not include shipping. The vendor will provide a portion of the purchase price back to the Division. The discussion included using the Division's PayPal account to collect shirt cost for the bulk order purchase from members participating. A motion was made by Greg Cassidy with a second by Alex Belida to adopt the vendor as Jelsma, shirt color to be Royal Blue as the preference for shirt colors (BOD members to be Royal Blue) and members able to pick the color available from the vendor. MOTION PASSED.

Lee will develop a process for shirt procurement that can be used in the newsletter and on the website.

Lee was appointed as the Shirt committee Chair and will have other committee membership on the committee determined by the Superintendent.

c. Minutes for past meetings (Ernie Little)

Ernie has reconstructed minutes for the Annual meeting which cannot be approved until the 2027 Annual Meeting. Minutes for the June 16th and May 19th meetings. He asked if anyone has an email with the attachment of these meeting minutes to get them to him for inclusion on the Division's meeting minutes website page.

d. Receiving and disposition of donated items policy.

A discussion took place on the donated items policy. It had been reviewed at prior meetings and there is no record of adoption. As a result of the review, it was determined that the version reviewed could be approved without a formal motion. A copy of the version will be sent to Alex for inclusion in the Flyer and added to the Division's Policy and Procedure Manual.

e. How do we process the items we have?

Lee will develop a process and bring back for review and approval.

The inventory for donated items on hand will be priced using the current spread sheets by Ernie, Lee, and Jerry.

11. New Business

a. Chair for 2027 Contest

Alex Belida provided information on the 2027 Annual Meeting Contest. A joy description needs to be developed, and a Contest Chair be appointed. Motion made to designate a Contest Chair by Jerry Stanley with a second by Lee Stoermer. MOTION PASSED

Ernie will contact Mike Byle to see if he would serve in this position and will come back at the next BOD meeting to advise of his answer.

b. Timonium show

Discussion of the Division's participation in the next Timonium Train show. The result of the discussion was that the Division will not do sales but will contact the Potomac Module Crew to see if arrangements, like that done at the Manassas Railfest in June, can be made to do NMRA recruitment as a part of their layout if they are participating. Ernie will follow up with Doug Hess on the issue.

c. Fairfax station sales event.

The event will take place in the afternoon of October 24th. Lee has secured one table with the option for a second at the event to sell donated items.

d. 2025-2026 Federal Tax filing

It is anticipated that a form 990 will be coming soon for filing of the 2025-2026 fiscal year and we need to watch for it to ensure it is completed in a timely fashion to comply with IRS regulations.

e. 2027 Gaithersburg/Silver Spring clinics as part of Montgomery event.

Ernie provided information that a representative of the Montgomery County Conservation Association had asked for two clinics at an event they are having at the Silver Spring B&O station in May of 2027. It was determined that Jerry would be the Point of Contact and we would participate as both a learning event for the public and an NMRA recruitment effort. Motion made by Jerry Stanley with a second by Greg Cassidy. MOTION PASSED

f. Division Boundaries

Greg Cassidy asked for a discussion of how NMRA Region and Division boundaries are set up. Discussion of the size of the Division and possible solutions to the issues of travel distance and time to events took place.

Greg Cassidy will research with information on membership distribution provide to him by Lee Stoermer and Ernie Little. The subject will be brought up for discussion at a future BOD meeting. Greg Cassidy will be the chair of the Division Boundary Committee with other members to be designated by Ernie Little.

g. Division audio visual equipment usage by others.

Ken Wilson lead a discussion regarding the Division's speakers and wireless microphones. This resulted in a motion by Jerry Stanley with a second by Greg Cassidy to make the equipment available to the Region for their use at the October MER for a fee if it is requested.
MOTION PASSED

12. Good of the Order

a. Concerns/Questions. None proposed.

b. The next Date, Time, and Place BOD meeting will be October 20, 2026, at 7:30 PM.

13. Adjournment

The meeting adjourned at 12:45 p m.

WORK SESSSION

After conclusion of the BOD meeting the attendees participated in a work session to look at where the Division is currently and where we want to go. This is being done due to the upcoming election for three positions, Superintendent, Senior Superintendent, and Clerk in the 2027 Division Elections and the need for continuity of the Division's efforts to remain a robust Division and provide guidance for the future BOD. The work session ended at 2:30 PM. Overall, the members present felt the effort was productive and should take place on a regular basis such as every 3-4 months.

1. Strategic Plan

a. Succession for Website, Newsletter, and Zoom.

A discussion of the need for succession planning for the webmaster, newsletter editor, and Zoom master is needed to assure business can go on if something happens to the current people who do these tasks. BOD members were asked to look at the membership and attempt to find members that could serve as backup/future leaders for these positions and bring back names at the next BOD meeting. It was also felt that for good succession training needs to take place on how these areas function and in the case of Zoom a step by step guide be developed to assist others in facilitating Zoom sessions.

b. Sales exemption in Virginia.

Discussion of the need for the Division to get a Virginia Sales tax exemption took place. This could be needed for more than one state as we cover three governing bodies. Greg Cassidy will get with Gary Mason to determine if it would be worth pursuing and report back at the next BOD meeting.

c. Clinics (Virtual and in person)

A discussion of Virtual and in-person clinics took place. This was a result of the decreasing attendance of our clinics recently and the need to determine why it is happening. A survey of the membership will be created by Bill Schulteiss and distributed to the BOD for review and comment. Further discussion on the nature of the clinics and how to present them took place with no action taken at this time pending the result of the survey when it is done.

d. Meets

A discussion of our Division meets and Joint meets took place. We have been experiencing issues with having to take the lead on past joint meets and we are currently awaiting a venue from the Chesapeake Division for the proposed November 14th joint meet. It was suggested that we give them until October 1st to come up with a venue or move forward to make it a Division meet at a venue we can secure. Greg Cassidy is following up with Kirk Bateman, Chesapeake Division Superintendent, to see where they are on this issue.

2. Review of current policies and procedures.

Item sales

Discussion on a policy regarding sales of donated items took place resulting in a motion that would have the list of “new” available items forward to Division members allowing them 30 days to purchase items which would be advertised using Mail Chimp membership distribution, then open it up to the public on the website (create a donation page) for those individuals to be able to purchase. Further the Division will not ship items rather they would have to be picked up at an event. MOTION by Jerry Stanley with a second by Greg Cassidy. MOTION PASSED.

3. Discussion of recent meets and attendance.

Ernie Little expressed his disappointment with the membership turnout at the September 12th meet at the B&O station. We had a total of eight members present of which 3 were BOD members, one AP manager, and four members.

4. Budget

There was discussion of the need to establish a yearly budget. No one was aware of any such establishment since at least 2018. A review of the last four years will be done and from that a budget will be developed. Ernie Little will work with Ken Wilson to develop the needed data.

5. Future MER hosting

The Division has not hosted an MER since the event in Rockville, MD held in 2018. Discussion took place and a recommendation by Martin Brechbiel to contact the Region and see if the Region Convention Chair could examine the hotel cost associated with such a venture and give us an idea if it is feasible in our division. Ernie Little will follow up and report back.

6. Other

A review of the Division Event Planning document, committee list, NMRA Division responsibility list, and other documents was conducted for informational purposes. There is a need to review the Division’s Policy and Procedure document for any needed amendments or additions.