

**Minutes - Board of Directors Meeting**  
**Potomac Division, MER, NMRA**  
**George Mason Regional Library**  
**7001 Little River Turnpike**  
**Annandale, VA, 22003-5975**  
**June 22, 2019**

**1. Call to Order (Scheduled for 10:30 pm EDT)**

Present were Kalis, Brechbiel, Little, Broderick, Paganoni, and Dodge

**2. Adoption of Agenda – Adopted with no objection**

**3. Superintendent’s Report**

- A. By-laws review **Action Item # 1** – Brechbiel will send out to board the most current draft and welcomes comments
- B. Policy – Brechbiel stated that matters that can be changed at board meetings should be listed as policies
- C. Position Descriptions **Action Item # 2** – Little will complete this
- D. Elections – Bylaws **Action Item # 3** Paganoni will telephone possible candidates
- E. MER Convention – Oct 10-13, 2019 **Action Item # 4** – Little or Brodrick agreed that one of them would substitute for Brechbiel at the meeting of Superintendents to be held at this convention.
- F. **Action Item # 5** – Kalis will prepare a warning notice to members that we need their participation and include a list of offices with vacancies.

**4. Senior Assistant Superintendent’s Report**

- A. A report on our clinics program integration into clinics
  - i. Vienna (NVRC) 09-15-2019
  - ii. Warrenton (Battlefield Baptist) 11-16-2019
  - iii. Clinton, MD (Surratt House Museum) 03-07-2019
  - iv. **Action Item # 6** Passed – Motion was made by Dodge and seconded by several that maps for outreach program layout should be prepared and given to attendees on site.
  - v. Donations to compensate for coffee & donuts, etc. will be accepted.
- B. Kalis made a motion to include maps for open house via Mailchimp – board agreed to postpone this vote until Little can determine whether it is possible include such maps in Mailchimp

**5. Assistant Superintendent’s Report**

- A. Little confirmed that he has Mailchimp running
- B. **Action Item # 7** Little will update Mailchimp list to resolve two (2) problems.
  - i. There appear to be ~100 Potomac Div. members per the Roster Extract who do not appear on the Mailchimp list for whatever reason. These, if possible, will be added to the Mailchimp list. It is understood that there are members w/o e-mail, who have unsubscribed, or simple do not want contact.
  - ii. There are individuals on the Mailchimp list who we cannot determine whether it is appropriate for them to be on this list (are they NMRA members?). These individuals will be sent an e-mail via Mailchimp asking for confirmation of identity and NMRA membership with a 30 day deadline for a response prior to their removal from the list.
  - iii. The Yahoo group membership list was seen to be a tertiary contact means. Membership there was set up with unknown parameters.

## 6. Treasurer's Report

Broderick reported a balance in division checking account of \$5,547.15

## 7. Clerk's Report

Clerk had nothing to report

## 8. Flyer and communications

A. Bi-monthly – format and materials – Brechbiel reported that the change to a bi-monthly Potomac Flyer has gone smoothly

B. Yahoo Group – still operational but a low priority communication portal.

## 9. Old/Unfinished Business

A. Mini-Con 2020

- i. Venue – Saint Matthews on April 4<sup>th</sup>, 2020
- ii. Format – The Board is open to suggestions vs. the “standard” but wants business meeting first before anyone is required to pay for registration for attending the miniCon. Effectively charging members to voting has been a concern. Some extension towards the “works in progress” format as seen at the SMD miniCons is being considered.
- iii. **Action Item # 8** Dodge will pursue a featured speaker//clinician on Scenery techniques and materials
- iv. **Action Item # 9** Kalis tasked with inquiring whether any of the module groups would be interested in participating at the 2020 mini-convention – looking for an expression of interest.
- v. **Action Item # 10** Brechbiel will investigate inviting Carolina Craftsman to conduct a hands-on clinic for attendees

## 10. New Business

A. Recruiting Volunteers for open positions

- i. Webmaster – wants to relinquish his post when possible
- ii. Computer Clerk – Vacant
- iii. Open House positions – All vacant save for Chairman
- iv. DC Greeter **Action Item # 11** Broderick accepted position

- v. Program Coordinator – Venues – Brechbiel asked whether we need someone for this and the consensus was “no”.

**11. Good of the Order**

- A. Date, Time, and Place of next BOD meeting
  - i. Nov. 16<sup>th</sup>, 2019 – Confirmed at Battlefield Baptist Church
- B. Concerns/Questions - None

**12. Adjournment**