

# Potomac Division, MER, NMRA

## Meeting Minutes

Saturday, March 30, 2019

### **I. Call to order**

Martin Brechbiel called to order the regular meeting of the Potomac Division at approximately 9:00am on March 30, 2019 at the Kalis residence in McLean, Virginia.

### **II. Roll call**

No one conducted a roll call. The following persons were present: Martin Brechbiel, Andrew Dodge, Marshall Abrams, Nicholas Kalis, Tom Brodrick, Alex Belida, Mat Thompson and Ernie Little

### **III. Motion to accept agenda - Approved**

### **IV. Motion to 03162019 Board Meeting minutes - Approved**

### **V. Motion to 03162019 Annual Meeting Minutes - Approved**

### **VI. Greet new PD members – performed by Martin Brechbiel?**

- a) Issue was raised of PD need to greet new members of PD
  - (1) **ACTION ITEM #1** Tom Brodrick confirmed he would handle Maryland
  - (2) **ACTION ITEM #2** Ernie Little confirmed he would handle Virginia
  - (3) Marshall A. agreed to give us report on Mail Chimp at a later time

### **VII. Andrew Dodge reviewed the report he had prepared and sent out**

- a) Andrew D. sent out Certificates of Appreciation to convention volunteers
  - i) Noted that we should have these prepared in advance to save on mailing costs for all events (clinics, volunteers, open houses, etc.)
- b) Andrew D. circulated around the table a sample Certificate of Appreciation for Kurt Thompson that the board approved
- c) Andrew D. had contacted many agencies regarding meeting venue for clinics and other PD activities (Mont Co. library system, Vienna Club) – the search continues.

- d) **ACTION ITEM #3** Tom agreed to order a package of blank certificates for PD use

#### **VIII. Tom B. delivered PD financial report**

- a) PD has \$5,560.88 in the bank as of March 27, 2019
  - i) ~\$2400 from 2018 MER Convention
  - ii) 2019 minicon closed out with a modest profit that can be applied to future events
  - iii) Income for Potomac Division confirmed to be limited to the above and twice yearly funds shared from the MER per member numbers
- b) Martin Brechbiel agreed to serve as Additional signatory on our checking account
- c) **ACTION ITEM #4** MOTION TO ADD Martin Brechbiel AS SIGNATORY TO PD/MER BANK ACCOUNT AT SUNTRUST AND REMOVE MARSHALL ABRAMS FROM ACCOUNT – **APPROVED**
- d) **ACTION ITEM #5** Martin B wants board members to come up with fundraising ideas for discussion/adoption at next meeting
  - i) Open Houses -- At discretion of host, have a pot for PD members to make donations

#### **IX. DISCUSSION –**

- a) Tom B. said he and Marshall A. were acquainted with Fiber Art Guild; they charge \$45 for clinics after their Saturday meeting; they charge \$300 to \$400 for clinics held on Mondays and Tuesday
- b) Nick K. suggested organizations that have common goals such as railroad related historical sites might provide the Potomac Division with space gratis (Nick K. mentioned McLean Orchestra would obtain free use of an embassy for its gala when the orchestra had picked that nation's music for highlighting that year)

#### **X. Clerk Report – Nick K. has been preparing minutes for meetings**

#### **XI. Discussion – What should Tom M. and Ernie L. tell new members of the division?**

- a) **ACTION ITEM #6** **New members** will be told that they will be getting the Division newsletter, The Potomac Flyer, and the 2 greeters will distribute the welcoming letter, make calls, etc.

**XII. Abrams will not continue as the Mail Chimp operator nor as maintainer of member database**

**XIII. ACTION ITEM #7 Tom B. will handle email letters to VA and MD new members**

- a) **ACTION ITEM #8** Tom B. will send out hard copy letters to Virginia and MD new members

**XIV. Mat Thompson delivered status report on AP Program**

- a) Four (4) models made it through merit process at the recent joint minicon
- b) The new risers were used for the first time at the joint minicon and made viewing models much easier as they were closer to eye level
- c) Joint minicon had 15 models on display
- d) Nine (9) people are actually working towards their MMR in the AP
- e) **ACTION ITEM #9** Martin B. wants public presentation of AP certificates
- f) **ACTION ITEM #10** John P. suggested, without objection, that PD need to publicize the fact that judges are willing to visit a home
- g) Mat Thompson said he does not need a AP chairman for Maryland – he can handle both sides of the river – no objection voiced by board
- h) Amendment by email from Mat Thompson – “I forgot to mention our website has a page showing the certificates earned by Potomac members. It appears accurate to me. Bill Mosteller maintains it and is very quick to post updates I give him”.

**XV. Mat Thompson reports on upcoming Ops Week – Saturday 6/29**

- a) Four layouts will be open
- b) It is successful on registrations
- c) Martin B. voiced opinion that he wants it annual but not ready to commit the PD to it at this time – decision tabled until post-6/29

**XVI. Bill Mosteller was absent to present his web site report**

- a) Marshall A. reported 1&1 has a new name for hosting site
- b) Bill M. is webmaster
- c) Marshall A. is architect

- d) **ACTION ITEM #11** Marshall A. long range objective is to make website friendly for small screens (phone, tablets, etc.)
- e) Marshall A. allayed concerns voiced by Andrew D. that many members are not using small screens – Marshall A. said that the small-screen friendly features will not mandate that members use a small screen; Komposer is obsolete; Blue Griffin used now is ideal for small screens. Web site will remain accessible to current means of access.
- f) **Yahoo Group has been updated in oversight and purpose** – real question is ultimate use / value and what alternates exist for this – traffic has never been high. Hard to see viability.
- g) E-mail ---- 1&1 gives us email support; For Nick K., Andrew D., Tom B., and Ernie L., emails are forwarded but a web mail based mailbox is available on request for officers and volunteers
- h) Other communications
  - i) Mail Chimp is free – Marshall A. is only person accessing this – he wants a replacement person
  - ii) Mailchimp tells us who has unsubscribed from those messages
  - iii) Abrams updates the MailChimp list with subtractions/additions from MER monthly
  - iv) **ACTION ITEM #12**– Ernie L. agreed to replace Marshall A.as Mail Chimp guru
  - v) **ACTION ITEM #13** – Nick K. must talk to Bob Sprague re postcards for election

## **XVII. Flyer uses LibreOffice**

- a) **ACTION ITEM #14** – without objection, Nick K. asked Alex Belida to include team news (calls to join a team, list of team leaders, team progress reports) in every issue of the Potomac Flyer
- b) Robert Sprague is continuing as proof reader
- c) The Flyer will work towards going to bimonthly to facilitate communications and advertising of events

## **XVIII. Layout Tours**

- a) **ACTION ITEM #15** – Nick K. requested to write position descriptions for the two assistants he desires for the Layout Tour Chairman
- b) **ACTION ITEM #16** Martin B. wants greeter to check roster and to ascertain NMRA membership, non-NMRA visitors – recruitment information to be available on site. Basic roster (name, NMRA#) has to be made available for greeter to use.

#### **XIX. Old Business**

- a) 2019 minicon closed out with a modest and surprising profit that can be applied to future events
- b) Teams
  - i) Publicize more in Flyer and advertise for Mont Co. Team leader

#### **XX. New Business**

- a) Computer Clerk Needed!
  - i) Possibly break the job up into manageable units to get volunteers to take on small segments vs. burdening a single person with what is perceived to be a lot of work
- b) AD made presentation wants PD meeting on a weekday, even Saturday am, or Sunday pm - he suggests weekday 7 – 9 PM
  - i) **ACTION ITEM #17** NK and AD must coordinate a date for the June 2019 clinic – not clear that this will take place given need to advertise/announce in timely fashion – too soon and not able to get into Flyer - tabled
  - ii) Martin B – rule of thumb – 6-9 mos. Required advanced notice for events to be successful
- c) Joint event with James River Division -- Tentative November 16 –
- d) Integrate Open houses with Clinics program – will take time to ramp up and will need Nick K. and Andrew D. coordination to get clinics in locations suitable to open house on that day.
- e) April 2020 Potomac Minicon
  - i) **ACTION ITEM #18** Tom B. will submit form and letter to St. Matts to secure a date in late April // early May 2020 at earliest possible time to facilitate advertise/announce

- ii) **ACTION ITEM #19** Nick K WILL SEND 2020 OPEN HOUSE SCHEDULE TO Tom B.
- iii) To take place at Saint Matthews Church, Little River Turnpike
- iv) St. Matthews does NOT want dealers / commercial enterprise on site (to be confirmed)
- f) **Potomac Flyer → ACTION ITEM #20** – MUST CHANGE MASTHEAD TO READ “Bi-monthly”
- g) Bylaws review
  - i) K Montero (MER VP) contacted us to suggest bylaws review
- h) **ACTION ITEM #21** – Contact Paganoni re: his decision – John will decide late to continue as Chairman of Election Committee
- i) Non-profit status – decided to leave it alone (no vote taken)

**XXI. ACTION ITEM #22** Next Potomac BOD meeting to take place in June 2019 after answer from St. Matthew – date to be determined

**XXII. Motion to adjourn the 03302019 Board Meeting was called for, 2<sup>nd</sup>, and Approved approximately 12:30 PM**

Minutes submitted by: Nicholas Kalis, Clerk

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