

Minutes
MEETING
of the NMRA POTOMAC DIVISION BOARD OF DIRECTORS
May 5, 2018

Attending:

Brian Sheron, Superintendent
Marshall Abrams, Senior Assistant Superintendent
Ed Rosado, Assistant Superintendent
Tom Brodrick, Paymaster
John Paganoni, Assistant Paymaster
Bob Sprague, Clerk
Nick Kalis, Layout Tours and Teams Committee Chair
Bill Mosteller, Webmaster
Tim Barr, Member

Brian Sheron called the meeting to order at 12:33PM.

1. Committee Reports

Paymaster Report:

Tom Brodrick, reported that the Division started 1/1 with \$3,414.00. As of April 1, the balance was \$3,161.00.

Potomac Flyer:

Marshall Abrams reported that he is beginning to form an Editorial Committee to divvy up the workload. The motivation is primarily to ensure that there is more than one person who knows what is going on.

Marshall has given samples from 2016 and 2013 of the convention books; big change from 2013 is that no maps are needed.

Marshall proposed moving the convention materials over to a Publications Committee. He is happy to Chair that Committee for the time being.

There is a backlog of material from some contributors for the next issue, promises from others. Roger Sekera was doing "we want you to meet..." features, and it would be good to revive this series. Brian suggested asking a new member who is a former reporter to write such articles; the Board can give him names. Marshall will see if he is interested.

Achievement Program:

Mat Thompson was not able to attend this meeting. The team has judged cars from Ernie Little.

Webmaster:

Bill Mosteller reported that things are copacetic.

There are files archived on the website. Marshall has investigated but does not have passwords. Marshall prefers to have these files on the website rather than a Dropbox to which others may be given access but cannot be shared.

Layout Tours

Nick Kalis is trying to get things lined up at least a year in advance. Do not have one for September. The Board suggested that September be skipped given that the convention follows so closely in October. July and August are firm; everything is on the website.

Tom supplied Nick with the files needed to generate Certificates of Appreciation. They can be signed by Brian, Nick, or just as the Potomac Division

Teams

Nick reported about 50 people signed up. Rather than divide teams by zip code; Nick suggested that they be by county instead. Every team leader has been given the roster of those who had opted in. Nick asked for guidance on two procedural matters.

The Board is comfortable that team leaders can be given name, address, phone number, and e-mail, but not other personal information.

Marshall requested a Flyer article with a "success story" of some team doing something positive. Should also list team leaders and areas represented.

Bill, as a team leader, is having some challenges coming up with things for the team to do. Has sent a blind cc: to avoid disclosing e-mails to invite the team to their monthly lunch.

The Board is also comfortable that the team leader for an area could send a single, personal or bcc: e-mail to members in their county/area to recruit additional team members. Should not be a phone call.

Nick recapped the mission of the NMRA: advocacy, education, fellowship, and standards. He believes the Division can realistically address education and fellowship.

2. Old Business

Status of Convention Planning

Brian recapped the LCC meeting last week; progress on volunteers and filling out the subcommittees.

Marshall recommended using minutes of LCC meeting as a tool to recruit more volunteers. Could be published in the flyer, put on the web page. Brian suggested that a special e-mail titled "Convention Update." Point out that serving on the committee is a great fellowship experience and generates points for Achievement Program Association Volunteer. Bob volunteered to write the e-mail.

The White Elephant sale and Raffle were discussed. Volunteers are particularly needed for White Elephant committee. The process needs to be carefully worked out. The procedure needs to be written up for the *Flyer*, and materials like tickets need to be ordered. John Glaab may be willing to assist, as will Marshall and Bill. Brian will convey the Board's discussion to the respective chairs.

Also need assistance with Raffle. Bill Lyders & Barry White are seeking about 20 items to raffle. Brian wants to make sure that there is someone willing to oversee implementation at the convention. There is no door prize -- this is a raffle.

Still need help on A/V committee. Gil Fuchs is committee chair. We need at least two more people. Bob and Marshall will help out as they are available.

A new trifold will be created and distributed at various events, such as the IPMS event coming up. Marshall recommended leaving old magazines (without personal name and address) with the PD web address in locations such as barber shops and auto maintenance shops.

Brian proposed making a donation to the Walkersville Southern Railroad in relation to the convention fan trip. It was decided that this would be decided depending on the profitability of the convention.

3. New Business

Consideration of Bylaw Changes

Question of whether Board meetings should be open to all members. Brian reviewed pros and cons. Good to be open to members and transparent. However, often sensitive/personal issues are discussed; and meetings are currently held in private homes with limited capacity.

Brian suggested that the process should be that if a member has an item to present, they be allowed to attend, present their proposal, and allow the board to ask questions. Marshall volunteered to draft proposed language.

Question of clarifying process for member initiating Bylaw changes. Currently no process for anyone but Board member to initiate an amendment.

Brian suggested that some research be done; for example, what is the MER process? Robert's Rules? Someone could go to the Secretary of MER and ask, what is the MER procedure for a member initiating a change to the MER Bylaws? A member initiating a change to a Division's bylaws? A member requesting a roster?

Job Descriptions

Marshall suggested using the title 'Position Descriptions,' since that is what MER does.

The Layout Tour Coordinator Position Description developed by Marshall was approved unanimously with the title change.

The Potomac Division team Coordinator Position Description developed by Marshall was approved unanimously with the title change and minor content changes.

Proposal from Tim Barr for Expanding the Board of Directors

Tim Barr joined the meeting to discuss his proposal to increase the size of the Division Board. He researched the number of Directors and officers in other Divisions. Some divisions have a similar number of Directors as the Potomac Division; some have more.

Tim believes that the modular clubs are a great vehicle for promotion, and potentially strong ambassadors for the Division.

There are no 100% NMRA clubs in the Division.

The discussion identified that Tim's motivation was to promote the hobby, focused on people attending shows. The Board invited Tim to propose a Position Description and description of how that objective could be achieved. The Board would work with Tim to refine the proposal and establish the committee as specified.

MiniCon for 2019

There was a request from Chesapeake Division to host the convention jointly. Brian will contact the Chesapeake Division and ask for a more specific proposal of what they are willing to do and contribute.

The Doubletree near BWI may be an affordable venue.

Tom Brodrick volunteered to Chair the 2019 MiniCon.

Followup from Annual Business Meeting

Reviving the White Flag clinics. The board agreed that Marshall would advertise for a Clinics Chair in the next issue of the *Flyer* and that Bob would write the article.

4. Next Meeting

The next Board meeting will be July 28, 2018, combined with the LCC. LCC will be 9:30-12:30, Board meeting will follow after a lunch break, 1:30-4:30 at Tom Brodrick's home.

The meeting was adjourned at 3:40 PM.

ACTION ITEMS:

<input type="checkbox"/> Find out if new member is willing to write up "meet the member" features for the Flyer	Marshall Abrams	Due 5/18
<input type="checkbox"/> Write Convention Update e-mail	Bob Sprague	Due 5/11
<input type="checkbox"/> Consult with Gary about convention White Elephant committee	Brian Sheron	Due 5/8
<input type="checkbox"/> See if John Glaab is willing to assist with White Elephant committee	Brian Sheron	Due 5/11
<input type="checkbox"/> Check with Bill Lyders to see if they are following through with raffle implementation at convention	Brian Sheron	Due 5/8
<input type="checkbox"/> Draft proposed language governing member attendance at Board meetings	Marshall Abrams	Next board meeting
<input type="checkbox"/> Research the process for member-initiated Bylaw changes; review MER Bylaws and/or contact parliamentarian to investigate process at MER	Tom Brodrick	Due 6/1
<input type="checkbox"/> Send Nick files for promotional trifold	Marshall Abrams	Due 5/11
<input type="checkbox"/> Rewrite Potomac Division promotional trifold	Nick Kalis	Due 6/15
<input type="checkbox"/> Invite more specific proposal from Chesapeake Division for joint MiniCon	Brian Sheron	Next board meeting
<input type="checkbox"/> Write up article on reviving White Flag or similar clinic series, ask for volunteer	Bob Sprague	Due 6/15