

**Board of Directors Meeting**

Old Hickory House, Northlake Pkwy, Tucker, GA

Meeting called to order at 6:00 p.m. by Howard Goodwin, Superintendent.

Board Members Present as taken from the sign-in sheet (13): Scott Povlot, David Gelmini, Gary Jarabek, Chris White, Howard Goodwin, Bob McIntyre, Rick Coble, David Gilly, Ovidiu Trifanescu, Scott Chatfield, Mike Deaton, Joe Sullivan, Bill Zawacki

Absent (1): Charlie Crawford

**Quorum Present**

Committee Chairs, Division Members, and Visitors Present as taken from the sign-in sheet (15): Joe Nichols, Sr., Diane Kittendorf, Del Kittendorf, John Stevens, Ed Laity, John Blanchard, Scott Perry, Joe Gelmini, Ron Gough, I.D. Jackson, Randall Watson, Jim Travis, Tom Banks, Stephen Leydon, Joe Nichols, Jr.

**Officer and Director Reports**

***Administration—Rick Coble (report submitted in advance)***

The Minutes of the November 2009 BOD Meeting was approved.

Director of Administration Report for January:

**Raffle License.** With our pending address change to Cobb County, Rick will work with the Cobb County Sheriff's Department to complete the licensing process. Rick is obtaining the remainder of the required documentation (related to the corporate address change) Chris White. Rick spoke with Cobb County about the process and will send over documentation for review before submitting the final application.

**By Laws.** The committee needs additional time to review changes to the By Laws. Rick hopes to present changes to the BOD in February.

**Meeting Announcements.** Rick has volunteered to work with Scott Povlot concerning announcements on the website, including the addition of Rick's email address so members could request time before the day of the meeting. Rick will work with Scott when available.

***Finance—Chris White (Report and Income/Expense summary submitted in advance)***

The November Financial Report was approved.

The December Financial Report was approved.

**NOVEMBER**

November was a relatively quiet month. Chris' comments are as follows:

The IRS has waived the penalty for the "late" filing of Form 990. We have not yet heard about 2008.

*Finance—Chris White (continued)*

Significant income items were: 2010 Train Show Table Income - \$735, 2nd run of DVDs - \$-165 (Sales of \$60 less cost of \$225), and Raffle income of \$8 (sales \$33 less cost of \$25).

Significant expense items were: Video & Books - \$46 (DVD supplies + new MR book), Achievement program - \$67 (Plaques and mailing expenses), and Misc Expenses - \$30 (New Display Board & bank charges).

The Division has \$2210 in the checking account and \$35,700 in CDs. Chris will cash a \$7800 CD this week to increase our checking account to provide sufficient float for the January Auction and the March Train Show.

The Division's total cash funds are **\$37,900**, which is a reduction of approx \$4300 since the beginning of the 2009 financial year.

Chris presented a preliminary 2010 Budget for the Board's Review in January, with final approval of the Budget at the February Meeting. Please be thinking about unusual items for inclusion in the 2010 Budget. (See budget comments, end of finance section).

Chris promised Elmer Wilson the final 2009 results as soon after 1 January 2010 as possible so that he may prepare Form 990 for 2009, and also complete an audit of our books.

DECEMBER

In addition to the December Financial report, Chris sent:

- A spreadsheet showing details for the entire year.
- A summary of 2009 Results compared to our 2009 Budget.
- A Preliminary 2010 Budget for your review.

December was a relatively quiet month. Our income for the month included \$1860 for the 2010 Train Show Table Rentals, (we actually had a returned check for NSF - Joe G. indicates maybe our first ever!), monthly raffle income of \$98 (I have not received any expense info for the raffle), and \$95 CD interest.

Expenses for the month were a new computer at \$760, Christmas Party at \$240, division plaques at \$112, and bank charges of \$20. Meeting room expenses netted out at \$14 (\$150 rent, \$136 collection.)

This resulted in a Net Income for the month of \$900.

As I am sure you are aware, the financial results include income and expenses associated with the 2010 Train Show. I have to do this to reconcile with the bank balances. However, this does distort the results.

I have recalculated the 2009 Results in a separate spreadsheet and compared to our 2009 Budget. We did not do a very good job of budgeting. We budgeted a loss of \$4250 for 2009, but had net Income of more than \$2000, **a variance of more than \$6200**. My opinion is that if we are going to have a budget we have to do a better job. We were conservative in our Income estimates but overloaded our expenses. I have also attached a very preliminary budget, with no input from any Board member or Committee Head. Again, please review in detail, and I request from Howard and Rick time at the next Board Meeting to discuss.

*Finance—Chris White (continued)*

2009 was a very successful year financially. We had a very high income of \$11,000 from the Train Show and our Auctions netted more than \$1600. Interest and Misc Income were close to budget.

2009 Expenses were well below our expectations. The Pilgrimage cost \$600 more than Budget but a very worthwhile endeavor. The Timetable was slightly over Budget and we did not make any donations in 2009. We purchased a computer at \$760, but only budgeted \$200 for AV equipment. We essentially attempted to make the Training Camps self sufficient - but budgeted \$500. Our situation with the IRS cost a lot more than we anticipated at \$2117 compared to a budget of \$1250. We had budgeted major expenses for the Boy Scout layout, but only received boy scout fees for a variance of more than \$2000. The Video and Book Library and Website had minimal expenses compared to budget. We did spend \$560 on plaques for year-end Division Awards - and these were not budgeted. Our meeting room costs were lower than expected because of continued high attendance at our monthly meetings.

We have finished the year with \$10,800 in our checking account and \$28,000 in CDs, for a total year end balance of **\$38,800**. However, we should realize that we have Carry-over Income of \$3400 and Expenses of \$7700 for the 2010 Train Show, which will show up in our January Report. The reason for the higher than normal expenses at this time is because the Galleria requires high down payments, \$4800 in April 2009 and \$2400 in October 2009.

**Budget notes**

Chris presented the preliminary 2010 budget and discussed budget items with the BOD and other meeting attendees.

Changes to the proposed budget are: Pilgrimage Outreach, budget \$4500 ('09 actual was \$4116), Training Camps budget \$0 ('09 actual was \$6); The Training Camp program is modeled to break even, originally budgeted \$360 for '2010. Video/Book Library budget \$500, an increase from \$240 ('09 actual was (\$72). The change accommodates the purchase of books from Kennesaw Trains. 2013 Convention budget \$480 ('09 actual was \$580). There is a question of reimbursement by National. That should be clarified in a February meeting. Donations has been budgeted at \$0 ('09 actual was \$0). The amount will be reviewed after the 2010 Model Train Show.

A budget vote is on the February agenda.

*Operations—Charlie Crawford (not in attendance)*

Clinics are scheduled into the 3rd quarter of 2010.

Home layout tours into the 2nd Quarter of 2010.

Attempting to place interested persons from the Alpharetta area in Operating Groups.

*Membership – David Gilly (report submitted in advance)*

December 2009 attendance was 101, including 1 visitor. 12-month meeting attendance average is 96; 24 month is 91.

New Members – 3 (2 purchased Rail Pass memberships)

Total new members for 2009 – 49

David sent a spreadsheet with attendance figures back to 2005.

**Committee Reports**

***Achievement Program—Bob McIntyre***

Bob has AP certificates for Peter Youngblood, Charlie Millar, Charlie Crawford, and Bob Young. These will be presented at the General Meeting.

***Peachtree Express— Bob McIntyre***

Bob has scheduled the next meeting for February 7.

***Piedmont Pilgrimage— Bob McIntyre***

No report

***Member Aid— Bob McIntyre***

No report

***Advertising and Promotion/Division Apparel—Gary Jarabek (Report submitted in advance)***

**Advertising:**

Monthly Meetings

Scale Rails submitted through May Issue  
Railroad Model Craftsman submitted through May Issue.  
Trains.com submitted through June 2010

Auction

Scale Rails: January  
Railroad Model Craftsman: January  
Trains.com

Train Show

Trains.com  
Scales Rails: February and March  
Railroad Model Craftsman: February and March

**Company Store:**

There are only med and XL of old style short sleeve polo shirts left to sell. These will be sold at \$28.00.  
Complete size range of new polo shirts in stock at the price of \$33.00  
Complete size range of long sleeve denim shirts.  
There are 5 vests left.  
Caps are also in stock.  
Mugs will be distributed to new NMRA members.

***2010 Train Show –Joe Gelmini (Report submitted in advance)***

157 of 250 tables sold (63%)  
2nd Vendor Mailing to be sent week of Jan 11  
12,000 sq ft of display layouts planned  
Next committee meeting scheduled Jan 12

***Good and Welfare –Joe Gelmini (Report submitted in advance)***

- Get well cards/letters sent to:
  - LB Groover - surgery
  - Bob McIntyre - Flu/hospital
  - Chris White - surgery
- Condolence
  - Ken Stinnette - loss of mother
- AP recognition
  - Dan Shilt - Gold Spike
  - Charlie Millar - Civil, Electrical
  - Peter Youngblood - Cars, Civil
  - Charlie Crawford - Scenery
- Milestone Birthdays
  - Tom Grassi (85)
  - Will Passmore (80)
  - Ivan Purcell, Ken Jones (70)
  - John Kelly, William Smith (65)

***Division Video Library-Joe Sullivan.***

No report

***Division Book Library-Stephen Leydon***

Books Owned:	353
Books Loaned	1
Total Books:	354
Uncirculated:	309
Circulating:	43
MIA:	2
Total Books:	354

Since the December meeting was a party there were no books loaned out during that meeting. Several books were returned so the “in circulation” number is down from the normal mid sixties.

Several books are in the process of being purchased for the library. The librarian visited the owner of the books and reviewed the entire lot of books available just after the December meeting. Of the 50 to 60 plus books, 15 titles that would make a nice contribution to the library were chosen. Several phone calls have been made to secure a total cost for the few chosen volumes. As of the date of the writing of this report a cost has not been secured. Several more titles are available and would be suitable for the library with BOD approval.

While the current cost is above the budgeted amount, we should vote on the proposed purchase. Stephen, Howard, and some of the BOD members have commented via email that we should go forward with this purchase.

The BOD approved an expenditure of up to \$400 to obtain books for the division book library.

Ovidiu Trifanescu identified the Southern Museum of Civil War & Locomotive History as a source of materials for the book library. The museum donates books to the Cobb County Library System, which sells the books to the general public. Del Kittendorf will follow up to get details and date of the next sale.

***Timetable-Rick Coble***

The Q1 2010 Timetable has been mailed and delivered to hobby shops. Due to the Model Train Show this quarter, additional copies were printed.

The next deadline is March 16. This is one full week after the division meeting and after the train show.

***Website-Scott Povlot (report submitted in advance)***

The division website had 30,066 page requests during October 2009, 25,888 during November, and 9,417 during December.

Scott sent a report to the BOD that includes detailed web statistics.

The latest Timetable and schedule are available on the website.

The Train Show website is in the process of being updated.

***Boy Scout Merit Badge Program-John Stevens (report submitted in advance).***

John has purchased the track for the layouts and started removing the old track. He hopes to have them all ready sometime in late February or early March. At that point, he will schedule a build date.

Work continues on James Deaton's Eagle Scout Project to build a storage shed for the switching layouts that will be located on the museum grounds. James is finalizing his cost estimates and is preparing to enter the fundraising portion of his project. We hope to have the project completed by the April 2010 Merit Badge Session.

There continues to be a problem in getting the counselors registered with the BSA Atlanta Area Council HQ. Bill Ello has contacts with that organization. He found out what we think they need from us. He brought forms to the Christmas Party and all the counselors in attendance completed the paperwork. Since then, I have mailed forms to the counselors that weren't at the party. Once Bill gets all the paperwork, he will turn it into the Council.

John plans on presenting some type of merit badge program at the national convention in 2013. I am still undecided on the type of program we will present. John will keep the BOD updated on which approach he chooses.

John has been approached by another member to use the scout layouts in an outreach program later in the month. John knows the outreach program is still under development, but he don't feel he has the authority to authorize members to use the layouts without BOD permission. John would like some guidance from the BOD as to how they wish to handle this type of request.

The BOD feels that John can manage the use of scout layouts outside of merit badge training. Stipulations include John not being responsible for delivery and transportation of modules and that the member using the modules is responsible for any and all damages that occur while in the member's possession. John agreed to manage the program.

The next session of our Boy Scout Railroading Merit Badge Program presented at the Southeastern Railway Museum will be held on Saturday April 17, 2010. The fall session is scheduled for September 25, 2010.

***Auctions-Mike Devaney***

Next Auction is January 23, 2010.

*Special Projects-Scott Chatfield*

No report.

**Old Business**

*IRS status-Chris White.*

As noted in the financial report, the IRS has waived the penalty for the “late” filing of Form 990. We have not yet heard about 2008.

*Salute to Model Railroads – Southern Museum of Civil War & Locomotive History*

Howard Goodwin was contacted by Sallie Loy of the Southern Museum of Civil War & Locomotive History concerning Salute to Model Railroads, to be held in May 2010 in Kennesaw. This event is an excellent opportunity for the division to promote the hobby and the NMRA. Howard Goodwin has committed volunteers to present clinics with a local flavor. Joe Nichols, Sr. has committed to present “The History of Atlanta Railroads Parts 1 & 2.” Howard is looking for additional volunteers.

*Southeastern Railroad 2010*

Howard Goodwin was contacted by the Southern Railway Historical Society about the Division’s participation in the Southeastern Railroad 2010. In return for assisting the society with promoting and running the convention (especially activities in the area, layout tours and clinics), the division would have the opportunity to reach potential members and serve as an outreach program.

Howard Goodwin is in the process of finding clinicians for the program.

Mike Deaton has researched bus rates for the program. These rates have been passed along to the organizing group.

Dates are April 22-25, 2010.

**Meeting Announcements**

As stated in the Director of Administration meeting, Rick has volunteered to work with Scott Povlot concerning announcements on the website, including the addition of Rick’s email address so members could request time before the day of the meeting. Rick will work with Scott when available.

*Layout Tour DVDs*

Peter Youngblood has begun working with Green Frog Productions on the layout tour DVDs.

*Credit Cards*

During the November meeting, BOD members and guests discussed the pros and cons of CC processing. No action was taken. Chris White proposed that we utilize Mike Devaney’s TrainMaster account to accept credit cards at the January auction.

The BOD approved a motion to use Mike Devaney’s TrainMaster account to accept credit cards at the January auction.

**Permanent Corporate Address**

Chris White began work on “moving” the corporation to Cobb County. He has begun the process of obtaining a UPS mail-box in Cobb County. Mail will be forwarded to Chris White.

**New Business**

The Meeting Adjourned 6:45 PM

Respectfully submitted,  
Rick Coble, Director of Administration