

Pacific Railroad Society Inc.

Minutes of the Board of Directors Meeting, April 3, 2019

In attendance; Directors: President Virginia Grupp (acting), Vice President (acting) Andrew Novak, Treasurer (acting) Marti Ann Draper, Secretary (acting) Rick Reyes, Barry Draper, Stephanie Novak, and John Tellez. Chairpersons: Albert Novak. Member: Steve Crise.

(NOTE: Due to an unforeseen loss of election ballots, the election of Directors was delayed. Certain Officers and Directors are in an acting capacity until a new election takes place.)

Meeting called to order at: 7:43 pm.

Presidents Remarks: OK Hope everyone is doing well.

Vice President's Remarks: None

Secretary's Report: The Secretary presented the minutes from the Board of Directors Meeting March 6, 2019.

MOTION #1: John Tellez moved to accept the Board of Directors Meeting Minutes for March 6, 2019. The motion was seconded by Barry Draper. The motion was **APPROVED.**

Treasurer's Report: Treasurer Marti Ann Draper presented a Treasury Report dated April 3, 2019 covering February. There was a certain amount of unrealized loss due to drop in the stock market. In regards to our financial situation, the information tax returns (state and federal) were delayed. We filed a sales tax return of between \$200 and \$300.

MOTION #2: Director Stephanie Novak moved to accept the Treasurer Report dated April 3, 2019. The motion was seconded by Director John Tellez. The motion was **APPROVED.**

Committee Reports

Budget: No report.

By-Laws: No report.

Excursions: Chairperson Marti Ann Draper is having problems with Amtrak booking the second excursion that we are owed. We have not been charged for the first excursion. She has examined the Amtrak equipment turns in order to come up with trip ideas. Local Amtrak personal are challenging to work with. Some are hostile some are friendly but are spooked by recent firing of the local Superintendent. Trip requests have not been acknowledged. Emails were sent in order to keep things looking above board. There is a

possibility of a trip to Chicago to go to Pullman Railroad Museum. There is also a possibility of a trip over Metrolink whose officials have been receptive. Big thanks to Russ Homan for all his help on the last trip.

Insurance: Chairperson Draper reports that we have renewed our policy for the National Forum. We have yet to renew our policies for everything else.

MOTION #3: Director Stephanie Novak moved to allocate up to \$2000.00 for initial payment of premium for general liability insurance. The motion was seconded Barry Draper. The motion was **APPROVED**.

Legal: Chairperson Draper reports that nothing is happening in the legal department.

Mailing: Chairperson Virginia Grupp reports that tomorrow is the mailing of *Wheel Clicks* and the second send out of the ballots of the election.

Membership: No new members.

Museum Committee (de facto): Committee Member Steve Crise presented a written report regarding the Museum. (Attached)

Programs: Chairperson Andrew Novak reporting for Russ Davies reports that all should join us for a program on Amtrak's F59 locomotives. Victor D'Agostino will be present to answer technical questions

Publications: Chairperson Andrew Novak reports the deadline is April 19, for submissions for May issue of *Wheel Clicks*.

Rolling Stock: Chairperson Al Novak presented a written and electronic report. We got a few alarms in the middle of the night. No evidence of break in was found. (Attached)

Special Events: Chairperson Stephanie Novak reports that nothing at this time. March was a little rough on her family.

Election Committee: Chairperson Virginia Grupp reports that ballots were dropped off at the Covina Rimsdale Post Office last Wednesday. For reasons unknown, to date, no ballots were returned. Apparently, there was some kind of foul up with Post Office. Another set of ballots are to be sent out as soon as practicable.

Unfinished Business

Museum matters are still ongoing. Museum business was discussed. Grateful thanks to member Steve Crise. A Museum Committee (de facto) meeting was called by Russ Davies. Committee member (de facto) Steve Crise expressed gratitude towards Larry

Aandahl for showing up.

Union Station is going to have an event on May 4th. We were offered an opportunity by Dana Gabbard of SOCATA to place our flyers and cards on their table.

New Business

The Vice President, Treasurer, and Chairperson Al Novak received an email from Member regarding matters related to membership. He wonders if he is still member, checks not cashed and other matters. The Secretary reported he would respond to the member's email.

Announcements: None

Adjournment: Andy Novak moved to adjourn. John Tellez seconded. The meeting adjourned at 8:58.

Attachments

Pacific Railroad Society
Treasurer's Report
For the Board Meeting

Held April 3, 2019

Covering the month of
February, 2019

7:19 PM

04/03/19

Cash Basis

Pacific Railroad Society, Inc.

YEAR TO DATE EXCURSIONS REVENUE & EXPENSE

April 1 to Date

	554-San Diego 01/3... (Excursions)	555-San Diego 02/2... (Excursions)	Muddy (Excursions)
Ordinary Income/Expense			
Income			
Program Fees	3,145.00	1,650.00	0.00
Total Income	3,145.00	1,650.00	0.00
Cost of Goods Sold			
PayPal fee	41.32	37.80	0.00
Total COGS	41.32	37.80	0.00
Gross Profit	3,103.68	1,612.20	0.00
Expense			
Amtrak Operating Annual Fee	0.00	0.00	0.00
Housekeeping and gardening	0.00	0.00	75.00
Program Expense	0.00	475.00	0.00
Total Expense	0.00	475.00	75.00
Net Ordinary Income	3,103.68	1,137.20	-75.00
Net Income	3,103.68	1,137.20	-75.00

7:19 PM

04/03/19

Cash Basis

Pacific Railroad Society, Inc.

YEAR TO DATE EXCURSIONS REVENUE & EXPENSE

April 1 to Date

	Excursions - Other (Excursions)	Total Excursions	TOTAL
Ordinary Income/Expense			
Income			
Program Fees	0.00	4,795.00	4,795.00
Total Income	0.00	4,795.00	4,795.00
Cost of Goods Sold			
PayPal fee	0.00	79.12	79.12
Total COGS	0.00	79.12	79.12
Gross Profit	0.00	4,715.88	4,715.88
Expense			
Amtrak Operating Annual Fee	450.00	450.00	450.00
Housekeeping and gardening	0.00	75.00	75.00
Program Expense	0.00	475.00	475.00
Total Expense	450.00	1,000.00	1,000.00
Net Ordinary Income	-450.00	3,715.88	3,715.88
Net Income	-450.00	3,715.88	3,715.88

7:22 PM
04/03/19
Cash Basis

Pacific Railroad Society, Inc.
National Forum Revenue and Expenses
Current Month and Year to Date

	Feb 19	Apr '18 - Feb 19
Ordinary Income/Expense		
Income		
Dividends	0.00	496.80
Donations Income		
Restricted		
Amtrak Compatibility Inc...	860.00	2,256.81
Total Restricted	<u>860.00</u>	<u>2,256.81</u>
Total Donations Income	860.00	2,256.81
Interest	0.00	1.62
Rental income	0.00	600.00
Total Income	860.00	3,355.23
Cost of Goods Sold		
PayPal fee	0.00	3.57
Total COGS	<u>0.00</u>	<u>3.57</u>
Gross Profit	860.00	3,351.66
Expense		
Bank Service Charges	0.00	70.00
Dues and Subscriptions		
RPCA	0.00	45.00
Total Dues and Subscriptions	0.00	45.00
Insurance		
Property damage	0.00	1,588.00
Total Insurance	0.00	1,588.00
Rent		
Park railroad car	5,400.00	19,173.00
Total Rent	5,400.00	19,173.00
Repairs		
Historic equipment repairs	-250.00	3,048.51
Total Repairs	-250.00	3,048.51
Supplies		
parts	156.92	156.92
Total Supplies	<u>156.92</u>	<u>156.92</u>
Total Expense	<u>5,306.92</u>	<u>24,081.43</u>
Net Ordinary Income	-4,446.92	-20,729.77
Other Income/Expense		
Other Expense		
Unrealized loss	0.00	6,658.56
Total Other Expense	<u>0.00</u>	<u>6,658.56</u>
Net Other Income	<u>0.00</u>	<u>-6,658.56</u>

	Feb 19	Apr '18 - Feb 19
Net Income	-4,446.92	-27,388.33

Pacific Railroad Society, Inc.
MUSEUM REVENUE & EXPENSE
Cash Basis **Month of December and fiscal year to date**

	Feb 19	Apr '18 - Feb ...
Ordinary Income/Expense		
Income		
Donations Income	1,433.00	6,612.95
Miscellaneous Income	0.00	25.00
Retail sales	0.00	2,108.00
	1,433.00	8,745.95
Total Income	1,433.00	8,745.95
Gross Profit	1,433.00	8,745.95
Expense		
Dues and Subscriptions	0.00	160.00
Educational items for resale	0.00	910.43
Housekeeping and gardeni...	150.00	1,906.68
Internet access	99.00	1,084.99
Museum Displays	0.00	261.93
Office Supplies	0.00	951.10
Postage and Delivery	0.00	10.15
Printing and Reproduction	-25.00	197.83
Rent	162.00	2,038.00
Repairs	647.41	959.81
Security	0.00	444.12
Shipping	0.00	50.00
Telephone	42.52	475.04
Utilities	284.33	2,578.93
Voided checks	0.00	0.00
	1,360.26	12,029.01
Total Expense	1,360.26	12,029.01
Net Ordinary Income	72.74	-3,283.06
Net Income	72.74	-3,283.06

Pacific Railroad Society, Inc.
PUBLICATIONS REVENUE AND EXPENSE

Cash Basis

Current Month and Fiscal Year to date

	<u>Feb 19</u>	<u>Apr '18 - Feb 19</u>
Ordinary Income/Expense		
Expense		
Postage and Delivery	119.00	979.66
Printing and Reproduction	151.11	1,259.29
Total Expense	<u>270.11</u>	<u>2,238.95</u>
Net Ordinary Income	<u>-270.11</u>	<u>-2,238.95</u>
Net Income	<u><u>-270.11</u></u>	<u><u>-2,238.95</u></u>

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04/03/19
Cash Basis

Pacific Railroad Society, Inc.
ROLLING STOCK REVENUE AND EXPENSE
Current month and fiscal year to date

	Feb 19	Apr '18 - Feb 19
Ordinary Income/Expense		
Income		
Donations Income	0.00	152.00
Rental income	200.00	2,000.00
Total Income	200.00	2,152.00
Gross Profit	200.00	2,152.00
Expense		
Rent	0.00	1,966.00
Security	343.68	3,372.87
Utilities	32.16	540.00
Total Expense	375.84	5,878.87
Net Ordinary Income	-175.84	-3,726.87
Net Income	<u>-175.84</u>	<u>-3,726.87</u>

Pacific Railroad Society, Inc.
SPECIAL EVENTS REVENUE & EXPENSE
Current month and year to date

Cash Basis

	<u>Feb 19</u>	<u>Apr '18 - Feb 19</u>
Ordinary Income/Expense		
Income		
Donations Income	160.00	160.00
Program Fees	0.00	2,874.00
Raffle ticket sales	250.00	250.00
Total Income	410.00	3,284.00
Cost of Goods Sold		
PayPal fee	0.00	3.54
Total COGS	0.00	3.54
Gross Profit	410.00	3,280.46
Expense		
Program Expense	0.00	2,186.33
Total Expense	0.00	2,186.33
Net Ordinary Income	410.00	1,094.13
Net Income	<u>410.00</u>	<u>1,094.13</u>

Pacific Railroad Museum
Museum Report for April 3, 2019
By Steve Crise

Visitors: 108

Donations & Sales: 203.85

We are still struggling with staffing issues at the museum. With the lack of any single person in charge, and no decisions or advice from the president or board, Museum volunteer's met on Monday, April 1 to try and solve some of the more serious problems facing the museum.

Present at this meeting were Russ Davies, Jim Baker, Harvey Laner, Keith Ogle, Steve Crise and Lindsay Smith.

It was decided amongst the group that Steve Crise and Lindsay Smith should be in charge and work together as co-museum managers with Steve Crise handling scheduling of staff and book sales and Lindsay Smith handling cash intake and bank deposits. These responsibilities may expand and evolve as we move forward.

A problem was reported with the battery back up in the alarm system by Russ Davies. A service call was put in the Bae Alarm and was handled by Marti Ann Draper. However I did notice the same "low battery" message flashing when I shut down the museum on Monday. The alarm seems to be working despite this issue with the battery.

We have embarked on a vigorous effort spearheaded by Verne James to sort through all of the donated books, add relevant titles to the museum's library and sell duplicate or irrelevant books in the museum store.

We have added two new volunteers to the museum staff and regained another old time member. Verne James and Scott Nielsen will be joining the museum staff and as mentioned earlier, Lindsay Smith will be re-joining PRS to aid the running of the museum. This is great news and will be very helpful in solving the shortage of available people to staff the museum.

We discussed the possibility of changing the hours of operations at the museum to Saturday, Sunday and Monday, thinking that Sunday would be an easier day to staff than Wednesday. However it was decided that it was better if we just tried harder to maintain the hours that the public has become a custom to then to make that change. Changing would not involve approval from the city but it would involve the expense of changing the signage on the front door. Thankfully, Larry Aandhal has stepped up to fill some of the vacancies on Wednesday but we still need more people to fill the days that Larry is not available. Failing to have the museum open for the agreed upon times as

stated in our lease could lead to very serious issues with the City of San Dimas. For this reason, and others, we are trying very hard to keep the doors open and the lights on.

The museum credit cards and Staples Rewards card have been returned to the museum by Dave Housh and reside in the bottom of the cash box.

Termites have been discovered in the sink area of the "trolley room" by Russ Davies. Hopefully this infestation can be solved with a local treatment to the immediate area but that will need a professional exterminator to make that evaluation and advise us on how to proceed.

We are instituting a new book pricing strategy that should simplify purchases for museum visitors. To start with we have a new \$2.00 book shelf where all books on that shelf are just \$2.00. Other books will be priced at increments of \$5.00 starting at \$5.00. I noticed that customers would struggle with pricing that included numbers that could not be easily calculated. Rounding them off to the nearest \$5.00 increment seemed to make things easier. We have such a huge backlog of used books that we need to clear them out quickly. Hopefully this new pricing effort will facilitate their sale faster and easier. No other items such as the bus models, wooden train models and pins will be changed.

Steve Crise

April 3, 2019

Rolling Stock Report for March, 2019

March 16, 2019 (Saturday)

Tyco Security called @ 3:45 am to report the alarm was activated on the south end of the storage tracks at Dart.

March 17, 2019 (Sunday)

Stephanie and I arrived at Dart in the afternoon and found that Dart had received 2 box cars on the west track adjacent to their warehouse. We departed after checking the property. Nothing was found to be disturbed.

March 19, 2019 (Tuesday)

Tyco Security called @ 1:55 am to report the alarm was activated on the south end of the storage tracks at Dart.

Tyco Security called @ 5:15 am to report the alarm was activated on the south end of the storage tracks at Dart.

Stephanie and I arrived at Dart @ 11:00 am and found that there were no box cars on the west track adjacent to their warehouse. We departed @ 1:30 am after checking the property. Nothing was found to be disturbed.

March 21, 2019 (Thursday)

Tyco Security called @ 1:05 am to report the alarm was activated on the south end of the storage tracks at Dart.

Stephanie and I went to Dart in the afternoon and found no box cars and no problems. Stan Aames, Lon Orlenko and his helper were there, moving stuff out of Stan's baggage car and into his dome car, which has been sold. They helped me move the motor car from the north end of the center track to the east track north of the high level coach. This freed up space for the four OERM cars to be shoved farther north on the center track to make room for the dome car at the south end. The dome needs to be inspected by the railroads before it can be moved out, and we will have to move it ourselves.

We left them working there on the dome. When Stan tried to set the alarm system, it wouldn't arm. He phoned Tyco and reported it and got a date for a technician to come out. Earliest, non-emergency date being April 4, 2019.

March 22, 2019 (Friday)

Stephanie and I arrived at Dart @ 8:30 am. I added fuel to both fuel tanks on the locomotive and began charging the batteries and making other preparations for moving the dome car over to the center track. We were able to start the #1 engine after some work, but the air would not pump up, and we could not start the other engine. That ended the work for the day at 2:00 pm

March 30, 2019, (Saturday) Stan worked on the locomotive's #1 compressor. It needs oil, which I have procured. He also found a blown fuse in our power supply which he took care of. Another attempt to move the dome car is scheduled for Thursday, April 4, 2019.

OERM Update: The latest information from OERM is that they are registering their reporting marks and will have to install transponders on the cars before the railroads will move them. Theoretically, the dome car should be out of there before the OERM cars are ready to move. As reported in the February report, OERM will be billing the caboose and flat car out by rail to storage in Placentia. The cars will be trucked to OERM from there. The RDC and combine will have to wait for now.

Respectfully submitted April 3, 2019 by Albert E. Novak, Rolling Stock Chairman.