

# 2005 Combined Minutes from Fargo

## BOD Fargo 7/14/05

Called to order by President Horne at 6:53 pm.

**Members in attendance:** *Board* – Bob Horne, Jon Bratt, James Dick, Matt Herson, John Lubetkin, Jan Taylor, Ed Ursem, Jack Christensen, Bob McCoy. *Members* – Tim Repp, Duane Durr, Joy Wildung, Gary Wildung, Gary Tarbox, Pat Egan, Bill Kuebler, Larry Schrenk, Dan Stinson.

**Agenda** – motion to adopt, Taylor, 2<sup>nd</sup> Bratt, carried.

**BOD minutes Pasco 2004** – motion to approve, Dick, 2<sup>nd</sup> Ursem, carried.

**Report of Company Store-** Joy Wildung cited improvement in inventory control. Lubetkin inquired as to possible causes of lower sales. Durr commented on the cost to the Association due to the use of credit cards to purchase memberships and convention registrations, with discussion of compensation for the extra costs. J. Bratt asked if magazines were included in cost of sales; magazines account for 15-20% of sales. Magazines and calendars are held on the Store inventory at no-cost as publications are paid for at the time of printing. There were repeated questions on income generated by magazine sales less expense of such sales.

Joy Wildung presented chart of accounts and balance sheet for the Store, followed by a discussion of how shipping costs are dependent on the type of merchandise. She pointed out that models cost more to ship than books or clothing. Further discussion evolved into a debate on the operation and purpose of the Company Store, interwoven with a discussion on the handling of models and model kits by the Store. Continued questions on Store Management by Bratt and Herson was followed by Joy Wildung departing the meeting.

McCoy answered questions on how the stipend was accounted for on the organization's Financial Statements, not the Store's statements since the NPRHA pays the stipend. McCoy defended the operation of the Company Store by Joy Wildung and the validity of the Store accounting methods. Motion to accept the report of Company Store- Taylor, 2<sup>nd</sup> Dick, carried.

**Finance** – Bob McCoy presented the Association's financial report. Net loss due primarily to the printing and mailing of an extra MAINSTREETER issue in the twelve month period and he predicted finishing the year 2005 in the black.

**Publications** – Tim Repp submitted a printed report and discussed technical challenges of photo reproduction and layout. He stressed that planned changes should relieve the publication delays. Discussion of balance between text and pictures. Discussion of lead time for calendar photos, means of obtaining photos for calendar, and use of digital scans. Repp cited need to continue paid graphic support and favors shifting such work to Newman-Burroughs our printing contractor. Repp will be retiring from Boeing at the end of the year and notified the Board that he will need time off from editing the Mainstreeter after publication of the first issue in 2006 and will need other members to fill-in for three or four issues until his relocation is complete. Motion to accept Publications report, Herson, 2<sup>nd</sup> Bratt.

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**Convention** – Duane Durr reported that the Fargo convention will make a profit and the late registration fee of \$10.00 has been waived. He was thanked for chairing the convention.

**Preservation** - Jim Dick reported that the triangle room at the Jackson Street Roundhouse is almost ready for occupation, however nothing will be moved until a lease is signed with the JSRH. The Jackson Street Archive needs \$2000 for next year's operations. Schrenk described needed repairs at Jackson Street. Future costs will include moving files stored off-site to the triangle room location. Motion to approve \$2500 for archives - Dick, 2<sup>nd</sup> Ursem, carried.

**Membership** – Norm Snow (not present). Membership declined slightly in 2004, but did not significantly affect revenues. McCoy requested a review of membership ads in the rail-hobby publications to assure they have the correct NPRHA address. Snow noted that Dave Hillard and wife receive a free membership for picking up and forwarding the mail each week.

**Modeling** – Ed Ursem reported that sales of the convention car are good. Requested approval of payment of invoice for Blair laser sign from future sales revenue. Motion to approve, Ursem, 2<sup>nd</sup> Bratt, carried.

**Web Site Task Force** – Gary Tarbox. Website is two years old. The Research server is currently using 7 of 16 gigabytes of storage available. Additional help is needed to add information. E-mail requests for information generated on the Research site is heavy. About 80% of Company Store sales come through the website. Website cost is \$99.00 per month paid to XFactor MultiMedia of Seattle.

**Book Donation** – John Lubetkin offered to donate 160 copies of his new book on the early history of the Northern Pacific for presentation by NPRHA to libraries in cities along the NP line. These donations would be used to foster interest in the NP history and future membership. Motion to appoint a three member committee (Taylor, Christensen, Lubetkin) to manage dissemination of this gift, Bratt, 2<sup>nd</sup> Lubetkin, carried.

**Recognition of new and sustaining memberships** – Motion to list new members in each issue of the MAINSTREETER with home towns and publish an annual list of sustaining members, Bratt, 2<sup>nd</sup> Taylor, carried.

**Future convention sites** – 2007 NP convention at Bismarck as GN convention will be at Minot. Motion to consider Tacoma for 2008 and St. Paul for 2009, Bratt, 2<sup>nd</sup> J.Dick, carried. Adjourned 10:00 pm.

J. Christensen, Secretary

## 2005 Combined Minutes from Fargo

**Special BOD meeting- 7/15/05 open 10:06 pm**

**Members in attendance:** *Board* – Bob Horne, Jon Bratt, James Dick, Matt Herson, John Lubetkin, Jan Taylor, Ed Ursem, Jack Christensen, Bob McCoy. *Members* – Gary Tarbox

Report from Gary Tarbox on his discussion with Joy and Gary Wildung. They expressed their desire to give up managing of the Company Store and agreed to continue during a four month transition period to a new manager.

John Lubetkin suggested contacting the Livingston Depot Center as a possible fulfillment vendor for Company Store items. Jan Taylor called the Livingston gift shop manager before the meeting to determine their interest and provided a draft proposal to the board. They were interested in further discussion. They do not have a secure phone line for credit cards, but do have a credit card processing account.

Discussion of various aspects of using LDCM and other fulfillment contractors. Some concerns included: sharing of costs and profits; necessity for audit of books; and the provisions for storage of inventory. Motion to authorize negotiations with the Livingston Depot Center Museum store to investigate the providing of fulfillment for the NPRHA Company Store sales of Northern Pacific-related: books, models, electronic publications, logo-marked items, etc. to generate interest in the Northern Pacific. Motion by Lubetkin, 2<sup>nd</sup> Ursem., carried.

Adjourned 10:50 pm

J. Christensen, Secretary

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## Annual Membership Meeting 7/16/05

Called to order 3:15 pm All directors present except Jon Bratt.

**Minutes** of 2004 meeting had been posted on the web site for over six months and assumed distributed to the membership. Moved and seconded that minutes be approved without reading - passed.

**Milestone** - In recognition of NPRHA's 25<sup>th</sup> year, special commemorative pins designed by Ed Ursem have been given to members attending this convention and will be given to those attending next year's convention in Bozeman.

**Future Conventions** – 2006: Bozeman, Jan Taylor Chair; 2007: Bismarck; 2008: Tacoma; 2009: St. Paul.

**Recognition of new members of 1883 Society** – Norman Lorentzen, Jean and Harold Shannon, John Berg, and sustaining member John Fuji.

**Valley City Viaduct Dedication** – Announcement of tour to Valley City on Sunday July 17, 2005, at 2:00 PM for dedication of the NP viaduct as a historic site, plus visits to two Valley City museums.

**Book Donation** – Presentation of offer by John Lubetkin to donate 160 copies of his book, *Jay Cookes' Gamble*, for distribution to libraries or similar entities in cities along NP line. A study will be made on where and how to distribute the book. Bob Horne cited positive aspects, followed by commendation from members in attendance.

**Auditor's Report** – Bob McCoy presented the annual audit report.

**Publications** - Tim Repp reported on publication of the MAINSTREETER and Calendar. The convention issue for future years is planned to be mailed by early March. A question and answer feature and transcription of veterans' panel discussion were suggested for publication in future issues. Additional suggestions may be emailed to the editor. Materials for the calendar should be sent to Gary Wildung or Bill Kuebler in the Twin Cities. Photos can be digitized and sent as files for security of the originals.

**NPRHA Archive** - Jim Dick reported on the various divisions within the Minnesota Transportation Museum which controls the Jackson Street Roundhouse. He anticipates finalizing a lease on the property used by our archive by November 1, 2005. Work has progressed on the Triangle Room for storage of our archive material. Larry Schrenk mentioned climate control for stored materials, and Bob Horne described the layout of triangle room at Jackson Street. Contributions for equipment will be welcome.

**Membership** was reported as being down 109 to 1574 for 2004, but some membership levels showed increases. (A subsequent correction of a database error showed the 2004 membership at

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1666, down only 17 members for the year.) Recruiting new members will be emphasized in this next year with all members requested to help.

**Modeling Committee** - Ed Ursem. Sixty featured cars were sold at the convention, creating total sales of \$4787.54. Introduction of the Laser kits of structures have been successful. Bruce Barney provided the computer-aided-design services for the production of kits exclusively for NPRHA. Additional kits of structures are planned in O, S, and N scales. Suggestions for future kits are welcome.

**Web Site** - Gary Tarbox. There are 7 gigabytes of data on the web site, with all data accessible from left-hand menu. There is a help section for problems. 80% of sales are now made through the website. Additional help is needed from members to prepare information for posting on the web site.

**Nominations** - A slate of Board members were presented by the Nominating Committee Chair Jan Taylor: Bob Horne, Bob McCoy, Jim Dick, Gary Tarbox, and John Fujii. Motion to accept Bob Rhode, 2<sup>nd</sup> Phil Beach, carried.

**Company Store** – The resignation of Joy and Gary Wildung from operation of the Company Store was announced. Bob Horne discussed a tentative proposal to work with the Livingston Depot Center, followed by a brief discussion of possible agreement. Motion of thanks and appreciation to Joy and Gary Wildung- Phil Beach, 2<sup>nd</sup> Ken Zieska. McCoy reported on the value of the contribution of Company Store to the organization.

Motion to adjourn, 5:05pm Durr, 2<sup>nd</sup> Beach.

J. Christensen, Secretary

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## BOD Meeting Sunday, 7/17/05

Call to order by President Horne 9:10 am.

**Members in attendance:** *Board* – Bob Horne, James Dick, John Lubetkin, Jan Taylor, Ed Ursem, Jack Christensen, Bob McCoy, Gary Tarbox, John Fujii. *Members* – Phil Beach, Jerry Masters, Michael Booth, DeLonce Synstegard

**Minutes** – Motion to dispense with reading of the 2004 minutes – Ursem, 2<sup>nd</sup> J. Dick, carried.

**2007 Convention** – Presentation of plans for the convention in Bismarck by Michael Booth and DeLonce Synstegard, followed by discussion of appropriate date in 2007 and possible activities.

**2005 Convention** – Duane Durr. 93 of the 25-year pins were distributed at the convention. The services of the Holiday Inn hotel was great. Their motto when we asked: "not a problem."

**Officer Nominations** – President: Tarbox, Vice-president: Taylor, Secretary: Fujii, and Treasurer: McCoy. Motion- Horne, 2<sup>nd</sup>-J.Dick, approved.

**Future Conventions** – Jim Dick will handle liaison with GNHRS and with convention Chairs in the future. Discussion of planning for Tacoma convention in 2008 and St. Paul in 2009.

**Recruitment** – Jan Taylor outlined suggestions: links to our web site on other sites; Mainstreeter subscriptions to libraries and senior centers; and placing a note in Mainstreeter and on renewal forms to encourage members to gift a membership. Lubetkin proposed a three-fold brochure to be used for recruiting. It could include: history, modeling, preservation, outreach, website, etc., with a goal of production by the Spring of 2006. Tarbox and Fujii to work on this. Motion to draft a brochure to attract new membership, with no expense until approval. - Lubetkin, 2<sup>nd</sup> Tarbox, approved.

**Company Store** – Tarbox will work to replace functions of the store. A manager is needed to specify unique NP items, work with the Modeling Committee on sale of their products and contract with a fulfillment company to process and ship Store orders. The manager will work out arrangements for sharing income, managing specialty items, initiating and buying new items, accounting, place ads, setting inventory levels, etc.

Other tasks done by Joy and Gary Wildung must be covered for the next year include:

- Acquiring items for convention raffles. Three full raffle tubs exist - Jim Dick volunteered temporary storage for these items at Jackson Street Roundhouse.
- Sale of magazines and calendars to hobby shops. Distribution of Mainstreeters and Calendars for hobby shop sales would be handled by Ed Ursem or his subteam. Payment should be upon delivery. Gary has coordinated production runs before - will need distribution lists.
- Preparation of award plaques. Plates for awards plaques (created with Monads) are stored in a tub waiting for mounting and engraving - Ed Ursem would hold these.

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- Ladies raffle items. Jan Taylor volunteered for management of the ladies raffle items, although she requested documentation on this raffle, if possible.

Diane Seder, Executive Director of the Livingston Depot Museum Store, would be our contact for any negotiations. A coordinating committee of Jan, Bob, and Ken Vogel, was suggested. If Livingston Depot took over the fulfillment function of the Store, there would be a fee to the NPRHA for items sold out of our stock. Anything sold on our Web Site out of their stock or shared stock would generate a 'sales' fee for the NPRHA. Ken Vogel was suggested as a possible store manager but more thought needs to be done about going forward before making any final moves.

The web site Store function is understood by Gary Tarbox, John Fujii, and Dean O'Neill. They can help get any future store manager up to speed quickly.

**2006 Convention** – Jan Taylor briefly mentioned the possibility that a signature event for the Lewis & Clark commemoration would take place in Montana near the time of the Bozeman Convention. She discussed the brochures distributed at the convention banquet on Saturday evening.

A general motion of thanks and appreciation was made to outgoing president, Bob Horne. Vote passed by acclamation.

Adjourned 10:55 am.

J. Christensen, Secretary