

The Minnesota Streetcar Museum

DRAFT MINUTES

**Board of Directors meeting
9:00 a.m., Saturday, September 15, 2007
Linden Hills Community Center
Minneapolis, Minnesota**

Attendance:

Directors -

Bob Bayers, Director
Dave French, Director and Vice-Chair
Aaron Isaacs, Director
Louis Hoffman, Director and Secretary
Darrell Leipold, Director
Bob Johnson, Director
Jim Vaitkunas, Director and Chair

Others –

Keith Anderson, Chief Engineer
Rod Eaton, General Superintendent
Russell Olson, Accountant

Call to Order: The meeting was called to order by Chair Jim Vaitkunas at 9:06 a.m.

Approval of Agenda. The agenda was discussed and approved with the appointment of Darrell Leipold as a Community Director being advanced.

Appointment of Excelsior community director. Darrell Leipold was appointed as community director as a representative of the Excelsior and Lake Minnetonka communities. *Secretary's note: Community directors are appointed by the Board to one-year terms.*

Approval of minutes. The Board approved the minutes of the May 12, 2007 Board of Directors meetings.

Treasurer. Chair Vaitkunas presented financial reports, which were discussed, in the absence of Treasurer Heiderich.

Preparation of 2008 budget. The Treasurer and the General Superintendent will obtain input from department heads and supervisors and will review 2007 year-to-date figures in preparing the draft 2009 budget for the Board's review at its next meeting. The draft will include appropriate notes indicating significant changes from 2007 revenue or expenses or from departmental or supervisory requests to assist the Board in evaluating the draft.

Confirmation of electronic votes since last Board meeting:

- **Reproduction and use of photographs policy.** E-vote adopting the policy as proposed was affirmed.
- **Payment of Teresa Babler's deductible medical expenses.** E-vote authorizing reimbursement of Teresa Babler for all documented, necessary, and reasonable out-of-pocket medical expenses arising out of her volunteer activities on June 16, 2007 was affirmed.
- **Purchase of volunteer accident insurance.** E-vote authorizing the purchase of volunteer accident insurance through our broker, HMBD, Inc. was affirmed.

Role of community directors. The general consensus is that the role of the community director is that the community director, in his activities in the community, will promote a greater awareness of and role for the Museum in community activities and, as a Museum director, will keep the Museum apprised of ways that it can better serve and participate in the life of the community.

Appointment of delegate to 2007 Association of Railway Museums convention. Vaitkunas was appointed delegate and John Prestholdt was appointed alternate. Vaitkunas will prepare the letter to be sent to the ARM Secretary.

Establish fixed schedule of Board of Director meetings and change date of the annual meeting. Board of Director meetings will be held on the second Saturday of March, June, September, and December. The By-laws were amended to allow the Museum to hold its annual meeting anytime during the month of March.

Authorize discussion with Minneapolis Park and Recreation Board about storage of archives in Wirth House. John Diers and Aaron Isaacs were authorized to find a permanent location of the Museum's archives. The Wirth House is one option.

General Superintendent's Report. The General Superintendent reported as follows:

- Equipment and physical plant are generally in good condition
- Karl Jones will be working with new volunteers at the Excelsior Car barn to train them on basic streetcar maintenance issues.
- No. 78 needs basic cosmetic work.
- Isaacs Car barn Shop Foreman John Prestholdt is working to regularize routine streetcar maintenance. He is also finding large stores of surplus parts and rationalizing the surplus to determine what is needed for a generous reserve and what can be sold.
- We are proceeding with bonding of both rails at both streetcar lines.
- Key open positions still need to be filled.

- With the 100th birthday of streetcar No. 1300 in 2008, the Museum has a major marketing and public relations opportunity.

Other reports:

- **Book sales.** Book sales remain strong and additional book signing events are scheduled. Aaron also reported on his effort, with Bill Graham, to market charters directly to tour operators, cooperation with the Bakken Museum of Electricity, the need for an eBay agent to manage sale of the Museum's surplus property (a notice will be placed in the next *Streetcar Currents*), the ARM Board's need for two directors, and the link on the Museum's website to the Minnesota Reflections website.
- **Federally funded employee.** Efforts to secure a federally funded employee will cease until early spring.
- **2007 operator training program final report.** Although a good sized class of new operators graduated, there was still significant difficulty in filling the schedule. A topic of the winter planning meeting will be determining how to get more members and operators to fill the schedule, surveying operators on schedule issues in an effort to adjust the schedule to encourage more volunteerism, or deciding whether to reduce the operating schedule.
- **Winona No. 10 progress report.** Vaitkunas announced his resignation as Winona No. 10 project manager on account of health issues and the personnel conflicts plaguing the project. The Board authorized Rod Eaton, Louis Hoffman, and Aaron Isaacs to meet as a special committee of the Board to address and resolve this issue. Until it is resolved, the Board has rescinded authorization to spend any funds on Winona No. 10.

Personnel. See General Superintendent's Report above.

Charter marketing and promotion, Halloween Ghost Trolley, and Holly Trolley. See Aaron Isaacs' report under "*Book Sales*" above.

Other business.

- Johnson reported on the carbarn security system project. Anderson and Isaacs will work with Johnson on design of the annex needed for the sprinkler system equipment. Once this is done, the sewer and water contractor will be authorized to proceed with installation of the sewer and water service for the Isaacs Carbarn with the intent that the work be completed before this winter. The Carbarn Security Fund has nearly enough funds to complete this phase of the work (about \$48,000.00) and the Board authorized borrowing any remainder from the General Fund (about \$8,000.00). The upcoming Annual Appeal proceeds will be used to repay the General Fund and support the final phase of the project – the installation of the security and sprinkler system estimated to cost about \$25,000.00
- Vaitkunas indicated his intent to appoint a Nominating Committee. The three-year terms of directors Hoffman and Johnson will expire at the annual meeting in March. In connection with this item, the Board amended the By-laws to permit election materials to be sent by mail other than first class.

Adjournment. The meeting was adjourned at 11:05 a.m.

Next meeting:

9:00 to 11:00 a.m. on Saturday, December 8, 2007

Linden Hills Community Center

tentative