

Minutes of PNR Board of Directors Meeting held on Wednesday June 7, 2017 in the Audubon room of the RL Hotel in Spokane, WA during the Regional Event.

Approved by the Board by unanimous electronic vote on July 13, 2017

The meeting was called to order by President Jack Hamilton at 1:03pm.

Present – Jack Hamilton, Shirley Sample, Dave Liesse, Larry Sebelley, Ed Liesse, Rich Pitter, Tom Waters, Russ Segner, Gary Thurow, Ed Molenkamp, John Martin, Greg Kujawa, Alan Ashton.

Absent – Bob Stafford, Edwin Hill, Charlie Comstock, John DeSteese, Bruce McCosh, Brian Stokes, Mark Johnson, Dick Sutcliffe.

Visitors – Alex Birkoff, Ed Schaenzer, Christopher Jones, Tim Bristow, Bill Fassett, Lori Sebelley

Reports

President – Jack Hamilton MMR

as submitted

Vice President – Shirley Sample

as submitted

Secretary

as submitted

Treasurer – Dave Liesse

report and proposed budget handed out

computer crashed so is rebuilding books

has not received any bank statements since taking over

Canadian accounts

- Chequing – \$6,404.

- Certificate of Deposit – \$6,996.

Moved by Gary Thurow and seconded to accept the Treasurer report and proposed budget. Motion carried

Office Manager – Ed Liesse

report handed out

updated to May – changes take time as 11 different reports received from National and are then cut to what the Divisions need

RAILPASS sales have been good, but retention needs work

full membership sales not going as well as in the past

- database is being revised and will now include cell phone numbers
- birth date will be changed to the year of birth only
- membership expiry/renewal notification will be sent via email if available
Notification will still be sent via snail mail to those that do not have email
- Division Superintendents can chop report to give the required information to
Committee Chairs to assist in their department

Division 1 – Rich Pitter

- as submitted

Division 2

- as submitted
- every 2 or 3 months they hold a meeting and rotate the location

Division 3 – Tom Waters

- report to be submitted
- Division is somewhat isolated with distance being an issue
- a monthly business meeting is held as well as non NMRA functions
- newsletter is sent electronically with a hardcopy mailed to those that don't have
email

Division 4 – Russ Segner

- increased traffic in Puget Sound area
- rental space is expensive, but still managing to hold mini clinics
- members interested in 3D printing
- annual yearly awards lightly attended
- make 'n takes still very popular
- attracting younger members
- have 2 new board members
- website and newsletter have been revised

Division 5 – Gary Thurow

- as submitted

Division 6 – Ed Molenkamp

- report to be submitted
- membership continues to grow
- 3 new 100% NMRA clubs
- 1 new MMR
- changed all members with email address to electronic newsletter, going well with
no complaints

Division 7 – John Martin

as submitted

It was asked if events being held within a Division could be sent direct to all Division Superintendents to have put in newsletters. Jack asked if event is Division sponsored, to please mark clearly so it can be emphasized in the Train Orders.

Achievement Program – Jack Hamilton MMR

- doing nicely
- 6 new MMR in less than 6 months
- not waiting for members to come forward, taking to them, doing paperwork and having signed by member
- committee went to Anchorage AK to evaluate, 16 certificate applications completed

Education – Alan Ashton

- like/wants member from each Division to be committee member
- working on a registry of clinicians, library clinic of material available, train the trainer program

President's direction is that all Superintendents' nominate Division Representative to sit on Education committee

Membership – Shirley Sample

- 35 emails and few letters sent regarding 30 & 60 day renewals
- President's direction is that all Superintendents' nominate Division Representative to sit on Education committee
- heard back from some that not renewing because too old, have new interests, forgot or have renewed since receiving notice

Publications/Switchlist Editor – Greg Kujawa

as submitted

Nominations

- Brian Stokes on board
- President's direction is that all Superintendents' nominate Division Representative to sit on Nomination Committee
- 2018 is election year – Jack and Shirley both retiring

Convention – Larry Sebelley

- report to be submitted
- Division 2 – 2018
- Division 6 – 2019
- Division 1 – 2020

Webmaster

- communicate direct if wanting to have things put on the website

Unfinished Business

Division Map

- new map showing Division borders has been made

Moved by Ed Molenkamp and seconded to accept the new map. Motion carried.

Electronic election process

- Elections commencing in 2018 will be done electronically
- Ed Molenkamp reported that NMRA Canada used Election Buddy and had 36% increase in return ballots
- Ed to supply more info

PNR Public Services Committee

- Committee was approved in 2016 by BOD but not incorporated in documentation
- Specific wording for Committee description was sent out to Directors
- Committee will be incorporated in documentation when adopted by
- Moved by Ed Molenkamp and seconded to accept. Motion carried.

By Laws Policy Manual Revisions

- NMRA Policy allows individual members to request assignment to a Division other than the one they actually live in. Member submits request to both Division Superintendents involved in reassignment.
- Revise 2/3 voting policy for adoption by membership to 2/3 of ballots received.
- Document fiscal year to September 1 – August 31
- Modify New Member Packet procedures for increased effectiveness
- Modify Membership list control guidance
- Incorporate Public Services Committee
- Incorporate previously approved and new guidance on ballots and electronic ballots

Moved by Ed Molenkamp and seconded to accept changes. Motion carried. A copy of the specific changes and revisions is attached to this report.

Online Registration

- report submitted by Dave Liesse
- at this time, leaving as is

New Business

Bank Approval

- Dave Liesse asked about moving US bank accounts to new bank
 - Dave Liesse and Edwin Hill will be signing authorities
- Move by Russ Segner and seconded to move accounts. Motion carried.

Joint Convention

- was suggested that PNR, PSR, and PCR hold a joint convention
- it has been decided that PNR will not participate

Education Committee Charter

- Charter submitted by Education Chair for conduct of business is consistent with current documentation is approved for implementation.

Company Store

- felt it is not needed

Convention Clinics

- clinicians that are not NMRA members are OK to give clinic
- Clinicians who are not NMRA members may not participate in other convention activities
- Convention Committee (host) may sign them up for a RAILPASS (if they qualify)

NMRA President's Award

- New award is to recognize one member in the Region (at Division Level) each year. Divisions make nominations to Region and Region nominates to PNR President Award – nomination per Division- this is a documented responsibility

Recruiting and Retention

- 70% retention from RailPass
- only have 6 months to work with to retain RailPass members.
- Save new member data from application and send to Division Membership person and Office Manager to start the welcome process

Travelling Clinics

- follow 4th Division process to support mileage reimbursement
- Try to establish local activities within 45 minutes travel time

Division Newsletters

- source of communication
- send electronically only
- those with no email just don't get copy or get friend to print for them

2018 Convention Presentation

- hosted by Division 2
- called Stumptown Express
- held at Red Lion on the River in Portland May 30 – June 2
- \$1000 seed money asked for

Moved by Dave Holden and seconded that Div 2 receives seed money. Motion carried.

NMRA Discount Program

- member only page on National Website for who involved
- hobby shops and tourist trains to participate
- Jack will follow up with National and get back to Region

PNR Member Aid

- Bruce McCosh has resigned
- decided no longer required
- Functions are being done by Office Manager

2019 PNR Convention

- hosted by 6th Division
- will be held in Cranbrook, BC
- date to be determined

Being no further business, the meeting was adjourned by Gary Thurow at 3pm.

Meeting adjourned in the memory of the following members who have passed

E. R. Reid, Jr. Blaine, WA

Harvey Davidson Victoria, BC Life member

Paul R. Neumann Bremerton, WA

Dan Reilly Bremerton, WA

Dirk Kruysman Roseburg, OR past treasurer PNR

Garry M. Grant Prine George, BC

Gerald A. White, Sr. Myrtle Creek, OR Life member

Gerald Bailey Spokane, WA

Glen D. Avery New Westminster, BC

Hugh J. Mackenzie Inverness, BC Life member
James H. Whaley Portland, OR Life member
Karl R. Baker Preston, ID
Kenneth M. Young Boise, ID Inactive member
Les Donyluk Red Deer, AB
Mike Brown Columbia City, OR Life member
Milton N. Thomas Chelasis, WA Life member
Paul Remaley Twin Falls, ID Life member
Philip J. Garlock Boise, ID Inactive member
Rick Scarvie Federal Way, WA Inactive member
Robert L. Sample Elk, WA Life member
Robert W. Smylie Boise, ID Inactive member
Ross Tabor Federal Way, WA
Wilmer B. Seaver Grangeville, ID Life member, past president PNR
Don Locke, Salem OR
David Kleger, Eugene, OR

Submitted by recording secretary Lori Sebelley, 7th Division

PNR Bylaws and Policy Manual revisions adopted by the Board

Article II, Section A - Membership

Add new Paragraph 3 as follows and renumber remaining paragraphs:

3, A member may request in writing, to the President PNR, reassignment from the Division in which their residence of record exists to another Division in PNR. Such reassignment will not be approved if it involves assignment across national borders.

Rationale: This provision is consistent with the policies of NMRA.

BOD Action Required

Article IX Section A – Policy Manual

Revise Paragraph one to read “The Secretary shall maintain.....”

Rationale: This is an editorial correction.

BOD Action NOT Required

Article X , Section A – Ratification

Revise Paragraph 2 to read "... a further 2/3 majority of the membership votes cast shall be required for adoption."

Rationale: expecting a 2/3 majority of the membership to vote on anything is not reasonable. Because every member has both the right and opportunity to vote, the expectation must be that only those casting ballots are concerned enough to demonstrate a preference. Those not voting are effectively an abstention.

BOD Action Required

Article X , Section B – Ratification

Revise Paragraph 2.c, second sentence to read – "A 2/3 majority of the membership votes cast is required for final passage."

Rationale: expecting a 2/3 majority of the membership to vote on anything is not reasonable. Because every member has both the right and opportunity to vote, the expectation must be that only those casting ballots are concerned enough to demonstrate a preference. Those not voting are effectively an abstention.

BOD Action Required

Policy Manual, Section F - Office Manager

Paragraph F-3 New Member Packet sets forth provisions that are probably not followed and have little reason in being in the current electronic environment. All of the information identified exists on the PNR web site and is more easily maintained current at that location. Of note, there is no requirement for a "Welcome Aboard" letter from either the PNR President or the parent Division Superintendent.

Should we revise this section to reflect a set of letters as follows:

Welcome to NMRA and the Pacific Northwest Region from the President (canned letter)

Welcome to the X Division from the Superintendent (canned letter) to include Division Contacts and perhaps assigned mentor.

Welcome aboard letter from the office manager with all of the pertinent Web Link information and how to get admin assistance

Rationale: This would be an immediately available response to notification of a new member, would allow the Office Manager to request any member information not currently in the data base, and would represent a more complete interest in the new member.

BOD Action Required

Section I – Region Administration

Paragraph 1-1 Membership List Control

The information contained in the Membership list provided to the region and each Division is essential to the performance of several program Chairs/Managers and local clinic organizers (if used by the Division). The Membership Chairs need the information to identify new members, identify and track those nearing expiration of membership, and to conduct an effective “rerail” effort. The AP Manager requires the information to verify membership currency and address information. If local clinics are a part of the Division, the organizers of those clinics need the information pertaining to the members residing in the respective clinic areas to contact those members and encourage active participation. The Region and Division Nomination Chairs need access to the information to properly search out and seek candidates for our various elected offices.

All of these uses are consistent with NMRA Policy and should be reflected in our policy manual.

BOD Action Required

Section J – Region Finances

Paragraph J-I Accounting Procedures

Revise Paragraph 3 to add a new sentence “The PNR fiscal year shall be from _____ to _____”

Treasurer will provide the correct date information.

Rationale: The By-Laws and Policy Manual do not currently identify our Fiscal Year.

BOD Action Required

Section K- Committees and Programs

The BOD, at the Salmon Arm meeting, approved the creation of the Public Services Committee as a Standing Committee. That approval and committee information is not included in the Policy Manual. Accordingly

Section K-2 should reflect a new paragraph 1.f Public Service Program

A new Section T. Public Service Program should be added as follows

T. Public Service Program

T-1. General

1. The Public Service Program serves to provide an avenue for members of the Region to participate in and receive appropriate credit for certain public service activities of a long or continuing nature.
2. The Program provides a variety of services to the public through the planning, development, construction, installation, maintenance, and/or operation of long term NMRA and Model Railroading hobby related layout or displays at public facilities such as libraries, hospitals, museums, visitor centers, or similar.
3. For purposes of this committee, long term means a display of a permanent nature to be available for public viewing across a significant period of time (measured in years) as documented in the original plan.

T-2 Chairman Responsibilities

1. The Public Service Program Chair is appointed by the President and serves until replaced. There is no fixed term of office. Because of common points of interest, the Achievement Program Chair will serve either as the Public Service Program Chair or be a part of that programs management structure.
2. The Public Service Program Chair shall exercise oversight and general management of all PNR Public Service projects.
3. The Committee Chair may at their discretion appoint a separate chair for each long term activity covered under this Public Service Program structure.
4. The creation of an activity specific committee will be at the discretion of the Public Services Program Chair and must precede the commencement of the activity.
5. Individual activity committee membership is construed to mean active participation and contribution in one or more phases of the activity with credit accruing during those periods of active participation. For example an individual

who is involved in the initial planning and development but who does not actively participate in some other phase (construction, installation, etc.) does not receive TU credit for the non-participation periods.

6. Participation and credit for each individual in a specific activity is to be validated by the appointed chair for that activity and verified by the Public Services Committee Chair.

BOD adoption of this entry is required.

Section Q – Elections

Paragraph Q-3 Ballots

The BOD, at the Salmon Arm meeting, discussed transitioning to use of electronic ballots/voting. Nothing in the Bylaws prevents electronic balloting. Therefore, the BOD approved needed changes to the Policy and Procedures Manual. Accordingly, Paragraph 3.4 shall be amended as follows:

1. Delete the section starting with "postmarked" and ending with "year and".
2. Add a second sentence: "It is the voter's responsibility to ensure the ballot is returned in sufficient time to be received by the deadline."

This makes 3.4 now read:

The returned ballot must be received by the appropriate Ballot Chair no later than June 30. It is the voter's responsibility to ensure the ballot is returned in sufficient time to be received by the deadline.

Rationale: The Policy Manual does not currently provide for electronic voting. NMRA National and other regions and divisions are already implementing electronic voting. It is prudent for the PNR to move towards use of electronic voting procedures and tools to save PNR funds and expedite tallying of ballots.

