



Pacific Northwest Region, National Model Railroad Association



**Board of Directors Meeting via Zoom**  
**Saturday, September 14, 2024**  
**12:00pm PDT**

Present: Jeff Hermann, Bob Stafford, Larry Sebelley, Jack Hamilton, Bob Parrish, James Keena, Charlie Hutto, Jeff Shultz, Brian Orysen, Kurt Laidlaw, Greg Kujawa, Jeroen Gerritsen, Peter Ulvestad, Mike Stepner, Rick Astle (Proxy for Ed Molenkamp)

1. Opening Comments from Region President: Jeff Hermann MMR
  - a. Introduction of new board members:
    - i. Bob Stafford, Vice President (voting member)
    - ii. Michael Stepner, 4<sup>th</sup> Div. Superintendent (voting member)
    - iii. Lee Calkins, Chair Education Committee
    - iv. Jeroen Gerritsen, Chair Celebration of Models/Convention Contests
    - v. Peter Ulvestad, Webmaster
  - b. Discussed the Region helping the Divisions with the needed resources to be successful.
  - c. Discussed for the new Board members who on the Board are voting members.
  - d. Thanked: Richard Kurschner, Bill Messecar, Christopher Jones, Nominating Committee, Ed Liesse for service to the PNR.
  - e. NMRA Division Superintendent Expectations and Responsibilities (new NMRA document)
  - f. NMRA Presidents Award for service to the Division:  
2024 Recipient Dave Holden, 2nd Division recognized at Long Beach Convention.
  - g. NMRA 90<sup>th</sup> Anniversary Celebration September 2025 (Labor Day Weekend)  
President encouraged the Superintendents to do something to celebrate the 90<sup>th</sup> anniversary.
  - h. New On-Line NMRA Registration (September 2025)
    - i. We are now in Phase 2 and have selected [Association Sphere](#) as our new membership system, or rather Association Management System (AMS) as these systems are called. As you see these modern AMSs are much more than a membership database; they include events management, email marketing, surveys, fund raising, website builder etc.
    - ii. The focus for now is to customize the system for NMRA needs, migrate the data over and integrate it into our workflow (website, reports etc). Ben Sevier, who built our current membership system, is helping to customize and Jenny Hendricks is managing the implementation with the vendor.
    - iii. The plan is to give regions and divisions direct access to the system to manage members, and this will be rolled out when all things are working.
    - iv. Software projects are always hard to estimate, but maybe this winter it will be ready to roll out. In parallel with this project, NMRA is also updating our website to Drupal 9, adding features to accept membership fees online in an easier way, and also be able to pay monthly.

- v. The new AMS will eventually be integrated to our website, and this will happen incrementally.
  - i. GROUPER benefits increase to \$130 on January 1, 2025.  
For Medicare participants over 65. Fill out the form and see if your plan will accept it.
  - j. New Rack Cards available from National, part of new NMRA consistent Brand image within the next 60 days.  
Five sets with QR codes on each that go to NMRA website:
    - 1. Membership Overview
    - 2. Fellowship of NMRA
    - 3. Member Discounts
    - 4. Digital Resources
    - 5. Customizable template for Divisions or events
  - k. 2027 NMRA Convention Bid:
    - i. We presented again to the NMRA BOD in Long Beach.
    - ii. Although the BOD is very positive to our proposal, indeed they want it to be a template for future conventions, they did not approve our bid, but rather asked for a "Term Sheet" of our proposal. This is a new request and has not been done by NMRA before. We have asked for clarification on what they would like to see in such a term sheet; we are still waiting for that clarification.
    - iii. A Term Sheet is traditionally done in business to clarify and define key concepts and financial details of a business deal. They are not legally binding, but outlines the agreed business terms, and once agreed, are given to lawyers to create a contract based on the term sheet.
    - iv. NMRA has lost significant money on the last few conventions, so it is only prudent that they require more details on the financial planning. In the absence of response from NMRA.
    - v. The 4<sup>th</sup> Divisions is creating a Term Sheet of our own, so as not to delay this process any further. It is still a work in progress and we hope to have this ready to send to NMRA in October. We are creating it as a template to be used also for future conventions, helping NMRA with a more rigid process going forward.
    - vi. Location will be announced later this year.
  - l. 2027 NMRA Convention Tacoma (If Awarded)
    - i. Will need all hands on deck for support.
    - ii. Convention chairs estimate for break even is 500 attendees.
    - iii. Help with marketing, attendance, tours, and clinics.
  - m. No NMRA Regional convention in 2027.
    - i. Motion to accept cancellation by Jeff Hermann, Second by Jeff Shultz.  
**ACTION ITEM:** 2027 Regional Convention cancellation. Approved
2. Secretary's Report: Brian Orysen.
- a. Presented March 9, 2024 Board of Directors Meeting Minutes for approval.
  - b. Motion to accept by Brian Orysen, Second by Rick Astle  
**ACTION ITEM:** Meeting minutes. Approved
3. Office Manager Report: James Keena
- a. Membership update.
  - b. Constant contact update.

- c. Update on required annual Conflict of Interest forms.
4. Treasurer's Report: Rick Martin
- a. Treasurer not present.
5. 2024 PNR Surrey Convention Closeout Report: Larry Sebelley (PNR Convention Chair)
- a. Full fare of 170 members vs budgeted 150 members.
  - b. Meal charge of \$75.00 with actual cost of \$110.00.
  - c. Convention turned a profit of \$9,700.00.
  - d. Hotel gave 2021 pricing vs 2024 pricing.
  - e. Canadian PNR account had a deposit of \$2,064.00
  - f. Motion to accept by Larry Sebelley, Second by Rick Astle  
**ACTION ITEM:** Surrey Convention Closeout Report. Approved
6. Vice President Report: Bob Stafford
- a. Membership Goal Progress
  - b. Resources for Divisions:
    - i. Pathfinder Program.
    - ii. Member Interest Surveys.
    - iii. On-Boarding Zoom Calls. (President updated)
    - iv. OPERATORS GUIDEBOOK: RETENTION AND RECRUITING IDEAS THAT WORK: This document is on the NMRA website:  
<https://www.nmra.org/membership-recruiting-and-retention-guidebook>
  - c. Posting clinic videos for members.
7. AP Update: Bill Fassett
- a. AP manager not present.
  - b. Public service application form presented by AP Manager (via email).
  - c. President presented an update:
    - i. Dennis Dreher newest MMR (6<sup>th</sup> Division).
    - ii. Following awards YTD:
      - Golden Spike 19
      - AP Certificates 58
      - Master Model Railroaders 5
  - d. Superintendents more involved with AP Managers on promoting and supporting of certificates.
8. PNR Education Update: Lee Calkins
- a. Education chair not present.
9. PNR Contest Chair Update: Jeroen Gerritsen
- a. Would be responsible for judging.
  - b. Increase participation in celebration of models.
  - c. Looking for judges for photography section.
10. Switchlist Update: Greg Kujawa
- a. Need a feature layout article for November publication.
  - b. Articles and Reports need to be submitted by November 1st for the November Publication.

**Note:** President reminded Superintendents and Committee Chairs about submitting articles for the Switchlist.

11. Webmaster Update: Peter Ulevestad

- a. Recommends alias email addresses for Board members on website.
- b. Requested the need to change website password.  
**ACTION ITEM:** PNR Website Password change. Approved
- c. Which board members require password.
- d. Revision dates on website documents.
- e. Timetables for events.
- f. In process of reorganizing and cleaning up website.

**Note:** President reminded Superintendents and Committee Chairs about submitting information to webmaster to be posted to the website.

12. Modeling with the Masters: Jack Hamilton

- a. Talked about simple certification process.
- b. Pilot testing program approved by National in July 2024.  
**(Following Proposed):**
- c. Cadre of certified instructors.
  - i. For the 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> divisions.
  - ii. For the 3<sup>rd</sup> and 5<sup>th</sup> divisions.
  - iii. For the 6<sup>th</sup> and 7<sup>th</sup> divisions in Canada.
- d. Have certified instructors for the 2025 PNR Regional Convention in Pasco, WA.
- e. Have training sessions at division level and supported by that division.
  - i. At low cost, or no cost.
  - ii. Recruit students for training of instructors.
    1. Six students per session.
    2. Two sessions per day.
- f. President and Jack Hamilton will be responsible for recruiting instructors to be trained.
  - i. MMR's to be trained by other certified MMR's.
  - ii. One eight hour day with Two training sessions.
  - iii. There will be a Lead instructor and an instructor, where as the Lead instructor will be responsible for setting up future training sessions.
- g. Once operational the students would offset the cost.
- h. Until operational the Region would offset the cost.
- i. First training session in the Olympia/Lacey WA area, to be held in late October or early November.
- j. Training MMR's and MWTM Startup cost of \$3250.00 presented.  
Motion to accept by Bob Stafford, Second by Rick Astle  
**ACTION ITEM:** Training MMR's and MWTM Startup Cost. Approved
- i. It was presented that the Superintendents need to be more involved.

13. 2025 PNR Pasco WA Convention Report: Bill Voogd

- a. Superintendent not present.
- b. President presented an update:
  - i. Weekend vs midweek convention.
  - ii. Awards luncheon vs dinner with a cost of \$55.00.
  - iii. Working on remote participation for displays.

- iv. MWTM Section Tool House with a cost of \$60.00.
- iii. Model and Contest.
- iv. Status on startup money and contract. (Pending)

14. Division Reports by Superintendents:

Division 1: Mini meet in Eugene OR on September 28, 2024.

Tentative NMRA 90<sup>th</sup> celebration around Labor Day 2025.

Division 2: One of their MMR's outdoor layout video with 900 views.

Division 3: Getting groups together.

Fall mini meet on October 19, 2024 with lunch included.

Division 4: Division meeting next weekend.

Train show Lydon, WA in first weekend in October.

Division 5: Superintendent not present.

Division 6: Superintendent not present.

Division 7: Great Dino tracks in Drumheller, Alberta CA in June.

Heritage Park railway days this weekend.

15. Closing Comments: Jeff Hermann

- a. Next PNR Board meeting via Zoom November 9, 2024.

Meeting Adjourned : 1:34 PM

Summary: **ACTION ITEMS**

- a. 2027 Regional Convention cancellation.
- b. March 9, 2024 meeting minutes. Approved
- c. Surrey Convention Closeout Report. Approved
- d. PNR Website Password change. Approved
- e. Training MMR's and MWTM Startup Cost. Approved

Recorded by PNR Secretary:

Brian Orysen