

Great Northern Railway Historical Society

Director's Meeting Minutes

September 16, 2018

Bellingham, WA

Directors in Attendance: John Langlot, Mac McCulloch (by phone), Bill McGinley, Don McGlothlin, Ben Ringnalda, Bob Showers, Scott Tanner.

Visitors in attendance: approximately 14 (varied throughout the meeting)

Called to order at 8:01 AM by President Don McGlothlin. Welcome to everyone who is here this morning. Meeting summary due by October, full board minutes needed by January 2019.

A. Approval of the 2017 Sioux Falls Board Meeting Minutes

Moved - Ringnalda

Second – Langlot

CARRIED

B. Officers Reports

a. Archives

- i. A review of the Archives Computing System - Bob Kelly, Scott Tanner – Bob is chair of PNRA board. New heating system to be installed, porches to be installed, box lift has been installed. New scanner purchased.

GNRHS Archive – move completed at Jackson St.

Budget request is up by \$25K to improve computer technology and get professional help where needed.

What does the Archives committee see as the future? See hand out.

Questions regarding possible cost from Ben R., not there yet.

Board needs to determine how Step 1 will be done, critical for Jackson St.

Don – who can upload to the joint site?

Bill S. - Currently 3 people doing uploading. We need to improve that, but everything is being uploaded.

Ben – need to make sure everything is safe, files are properly backed up.

Don asked for breakdown report of priority needs by January 2019 so board can make decision on action. Scott Tanner to look after making report happen.

b. PNRA - Bob Kelly – Report submitted.

c. President – Don McGlothlin

MTM lease has been finalized, NPRHA has lease with us. Lease up from \$2K to \$7,500, renewable in 5-years. Looking for \$3K to \$3,500 from NPRHA annual lease. NPRHA actively looking for another location. We will need to look at plan B over next 5-years.

Don McGlothlin advised he will be stepping down as president at next board meeting.

General discussion regarding Board member attendance, attending in person vs. by phone:

Ben – Expectation that members attend in person. We only have one board meeting per year. We should all make every effort to attend in person.

Don – 90% of work done by email, but only one actual meeting per year.

John- will make it more difficult to find people for positions if we require attendance by officers and board members.

Scott- may make sense to try video conferencing as an option to member attendance.

5 Minute break at 8:55 AM

d. Treasurer – Bill Sornsin – 5th bookkeeper in 8 years.

i. Quarterly Financial Reports – we are in good financial shape

Treasurer request – heritage fund has negative balance, need to top up. Board needs to make the decision.

- Last audit in 2012, recommend having audit in 2018.

ii. Software to address Sales Tax – Bill Sornsin/Ben Ringnalda

- Need to move to new store software that supports sales tax.

- Discussion on length on memberships renewals allowed.

e. Publications

- i. Discussion on supporting GN book developers, a policy is needed.
- Four Goat issues published in past year. Was under budget this past year. More colour coming in reference sheets. Ed Stankard submitted report submitted. Thanks for board and officers.
- Publication committee in the works. Discussion on quality of reference sheets being produced, especially quality of photos.
- Ken Middleton currently doing modelling editor, has resigned after of December Goat. Board needs to find new modelling editor by February 2019 as Modelling Pages need to continue. Future of organization is in modelling, as opposed to history.
- General discussion on what Modelling Pages should look like.
- Bob Showers and Bill McGinley to head search committee for new modelling editor.

5 Minute break at 9:54 AM

f. Company Store

- i. Board update on committee search for new Marketing Officer – Don McGlothlin
- Steam book now sold out.
- Oval sticker a top 5 seller.
- ii. Deadline for end of temporary management of store – December 31, 2018 – Don McGlothlin will not continue past December 2018, if no replacement found it will cease to exist in present form. Board needs to establish committee to find new manager. It's a service to the membership and should continue.
Mac – 3 lines of business, memberships, convention and merchandise. Store doing well considering lack of attention to it.
Bill S. – store makes money for us.
Don – we have unique items in the store that can't be found elsewhere.
Bill McGinley – we need to re-think our recruiting and how we market the positions available.
Ben and Bill McGinley and Tom Carr to form committee for search.

g. Web Site

\$130.00 per year to run web site. Need participation from Officers and board members, posting their own material. Ben needs help with web site, Bill S helps as time permits. Store software to be a major point for next few years, need to move to

another store software to get better support and deal with tax issues.

h. New Store Software update – Ben Ringnalda - Budget request to increase for store software.

i. Hustle Muscle – John Langlot

i. Update on Repair – rebuilt SD45 20-cylinder engine is at Northtown shop, will be installed in HM as soon as possible. Recommended free years membership for everyone at Topeka shop who worked on the rebuild.

- Will look at fuel pump, generator and anything else that needs to be check when the prime mover is pulled out, also the rear truck. Should be done by end of October 2018.

ii. Discussion on Operating Lease and Storage Locations – John Langlot - Discussion on what to do with HM when repairs are done. Can likely go the Lake Superior if not able to keep it at MTM. Insurance currently covered by MTM, which expires on 31Oct2018.

Locomotive needs to be used and exercised in order to stay in running order and not deteriorate.

Gary will try and have HM brought to Fargo for convention.

Ben and Steve willing to visit MTM and do some fact finding.

Motion by Scott Tanner - Second by Bob Showers. Ben and Steve to contact MTM on behalf of GNRHS on a fact finding mission. **CARRIED**

j. Conventions

i. Report on Bellingham Convention – Mary McGlothlin

- Going very well, around 173 participants with 117 members.
- Boat and Cross Border Tours at capacity.
- Non-rail tours not going well.
- 107 for banquet

ii. Report on Fargo Convention – Mary McGlothlin

- Tyrone – modelled convention shirt and cap. Focusing on history of the area. Active committee working on convention. All three area railroads to be covered. July 20th to 24th, 2019

iii. Report on 2020 Nelson Convention – Tom Carr – displayed Convention logo.

iv. Report on Wilmar Convention – Board? Wilmar, ND

1. No one is working on this convention right now. Nothing planned thus far for Wilmar, no hotel booked at this point. No local committee thus far. Jim Chinquist willing to be local chair, needs help from Gary Nelson to get it rolling.

- v. No decision made for 2022 convention location.
- vi. Board search for new NCO – progress. Tom willing to be NCO for 2020. Committee formed for search, Mary Mc to chair, Jim Chinquist, Don McGlothlin.
- Discussion on incentives for new members to attend convention, first convention registration is free.

Motion - New members receive incentive of free registration fee for first convention as an incentive, with 2-year limit.

Moved – Ben Second Bill McGinley **CARRIED**

Break 11:50 AM until 2:00 PM. Reconvened at 2:03 PM

k. Membership

- i. Discussion on Complimentary Membership/Policy - Board
 - 1. Andy Kearn, thanks to Mary for all her hard work, we can now track memberships much better.
Membership is down 106.
218 members lost in 2017/18.
People not understanding calendar year membership renewals.
Andy reviewed ideas for notifying members about need to renew, currently on address label. A big, colourful sticker on the December envelope.
Discussion on best ways to inform members to renew.
Membership committee to research and report back.

Complimentary Memberships – Mary

Motion by Ben and Second by Scott - **CARRIED** to approve complimentary memberships on current list.

Motion by Don and Second by Mac - **CARRIED** to approve BNSF complimentary memberships.

Motion by John and Second by Scott - **CARRIED** to approve complimentary memberships to publications.

Motion by Don and Second by Ben - **CARRIED** to move individual complimentary memberships to honorary memberships.

Motion by Don and Second by Bob - **CARRIED**

Membership secretary directed to write to named people to see if they wish to receive complimentary subscription to Goat.

ii. Discussion on multiyear memberships/policy – Board

1. Revise/Adopt policy

Andy reviewed ideas for membership development, such as add in Classic Trains @ \$1,200.00 per year. Circulation 50K per issue.

White River Publications will do a Historical Society directory @ \$300.00 per year, rotates in all their publications. Better coverage than Classic Trains. Bill S asked for circulation data on White River Publications, not available right now.

Discussion on Facebook promotion, which got a positive response and members are renewing.

Student membership suggestion, perhaps \$20.00 per year until they reach 18, then they can renew as regular members.

Professional membership for doctors, dentists, lawyers, etc. \$25.00 per year for Goat only, no reference sheets. Done along GN line to get Goat into doctors and lawyers offices.

Scott – we need to define demographics we're going after. Need to see proposal from membership committee before we make a decision.

Ben – need to look at younger members to see what they want, what are they expecting from us.

Bill McGinley – need to look at strategic planning, how a membership committee should look. Due for a comprehensive membership survey. Don to send out previous survey that was run.

Don asked membership committee for proposal to the board.

Membership Secretary – people have asked for a way to get Goat mailings by 1st Class mail. Mary will get a quote for offering it as an option.

Trainfest – Tyrone updated board on display panels for this year's show in November 10 and 11, 2018. Expect 20K visitors over 2-days. GN will be featured this year, the first railroad that didn't serve Milwaukee.

C. Budget Approval for 2019 – Board Tabled to Email Discussion and vote

- a. Archives
- b. Publications
- c. Company Store
- d. Web Site
- e. Membership
- f. Hustle Muscle

D. Heritage Fund Awards

Discussion on how we wish to fund Heritage Fund Grants. Ferry County Historical Society has one more payment to go. Everything else are just requests.

Motion by Mac, second by John Langlot, to grant Mile Lacs County \$2,600.00 as requested, and deny other requests. Then top up fund with \$12,000.00 from general fund. **CARRIED**

E. New Items

- a. Future of GNRHS - Board

Discussion on meeting formats by Bill McGinley. Suggested looking at Join Me online format for more frequent board meetings. One-year contract for \$156.00.

Board will establish account with Join.Me on a 14-day trial basis.

Bill mentioned Authenticity Consulting, out of Minneapolis, for doing strategic planning. He will provide some free services online to check our readiness; and will meet with us for around \$2,500.

No motion needed, Bill will continue to follow up.

Bill discussed whether we are in a position to raise funds any more seriously than we already are. Topic for future discussion.

Don is stepping down as president. Bill McGinley has volunteered to be president. Board can make a motion to accept Bill's offer early so he can be appointed to work with Don over the next year leading up to Fargo. Don recommended we do it the first of the year in 2019.

John Langlot advised his term as a director and as Vice-President expires in 2019, he won't be running again.

F. Termination: 4:20 PM Motion by John and Second by Bill. **CARRIE**

Board Email Actions

2017-2018

December 24, 2017

Motion by Tanner and Second by McGlothlin that the Board approves a Rocky's Award for a woman named Elizabeth McLeod. She is not a member of GNRHS, but I believe she is more than deserving of this award. Motion passed 7-0

January 4, 2018

Moved by Director McGlothlin, Second by Director Ringnalda to appoint Bob Kelly as the GNRHS Representative on the PNRA Board of Directors. Motion Passed 7-0.

February 22, 2018

The GNRHS Board of Directors has voted in favor of accepting the results of the recent election to seat three new Directors. The three new Directors are: Mac McCulloch, Bill McGinley, and Bob Showers.

Motion by Director Tanner to approve election results and seat the new Directors; second by Director Ringnalda. Motion passed 7-0

March 5, 2018

Motion by Director McGlothlin, Second by Director Tanner to approve the appointment of officers for 2018-2019 calendar years. Motion passed 7-0

March 5, 2018

Motion by Director McGlothlin, Second by Director Ringnalda authorizing the President to negotiate a sublease of the JSRH facilities with the NPRHA. Motion passed 7-0

May 1, 2018

The Board appoints Don McGlothlin as our President until the end of 2019. Motion passed 6-0. Don abstained.

May 9, 2018

The GNRHS awards the Black Butte Center for Railroad Culture an amount of \$4000 to be used for the move and stabilisation of Great Northern caboose X-630 in order for it to be preserved. Motion passed unanimously.

May 10, 2018

Motion by Director McGlothlin, Second by Director Tanner to allow the Treasurer Bill Sornsin to enter into an agreement for booking services. Motion passed 7-0

August 6, 2018

Motion by Director McGlothlin, Second by Director Tanner that the GNRHS Board of Directors authorizes reimbursement for expenses not to exceed \$1000 and not including meals, for Gary Nelson to travel to the BNSF Topeka Shops, Topeka KS for the acceptance of BNSF donation of the rebuilt engine for Hustle Muscle and to meet and thank the BNSF staff responsible for the rebuild. Reimbursement to be made by the Treasure from the Hustle Muscle repair fund upon receipt of authorized expenses from Gary Nelson. Motion passed 7-0

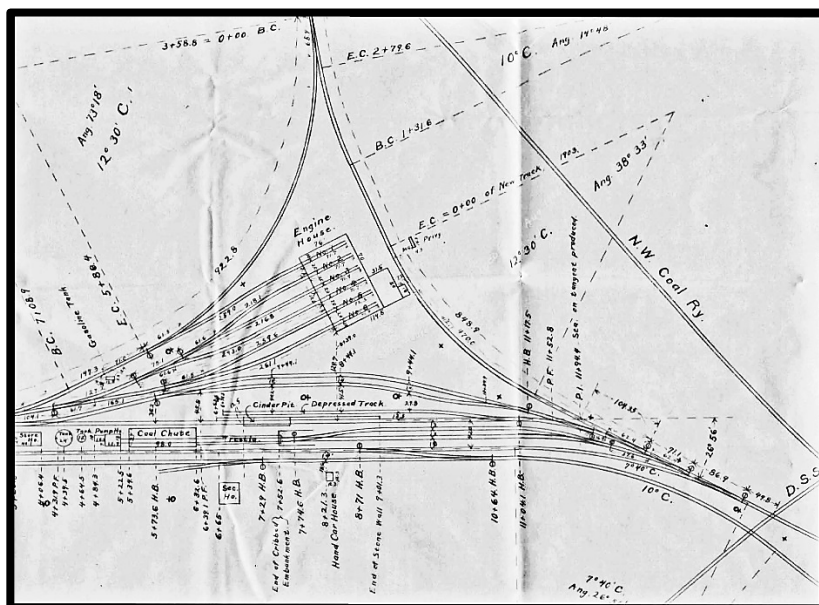
Addendum

Reports in this addendum appear in the same order that they are referenced in the minutes.

A black and white photograph showing a large collection of steam locomotives in a yard. The locomotives are of various models, some with numbers like '1044' and '1045' visible. They are parked on multiple tracks. In the background, there is a long, low building, possibly a workshop or engine house, and a tall smokestack. The area beyond the tracks is filled with dense trees and vegetation. The overall scene depicts a busy railway maintenance or storage facility.

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The Archives mission: to collect, preserve, catalog, and make available documents, photos and other items promoting the study and understanding of the Great Northern Railway. It's been another productive year.

We'd first like to recognize the volunteers who spend many, many hours filing, cleaning, cataloging, scanning, developing software, answering questions and otherwise making the Archives possible: Stu Holmquist, Doug Complin, Jim Chinguist, Mike Lustig, Bob Kelly, Andrew Klamka, Bill Sornsin, Jeff Otto, Jim Mattson, Dean Motis, Rich Wilkens, Bill Kajdizik, Louie Read, Dan Cozine... sincere apologies if we missed anyone. Thanks also to Gary Tarbox, Dean O'Neill and other NPRHA & PNRA volunteers who've helped with the many shared GNRHS/NPRHA facilities and projects at JSRH and PNRA.

Acronym Guide

- JSRH – Jackson Street Roundhouse, St. Paul, MN, a facility of the Minnesota Transportation Museum. GNRHS and NPRHA lease joint space here for their primary archive.
- PNRA – Pacific Northwest Railroad Archive, Burien, WA. GNRHS and NPRHA lease joint space here.
- NPRHA – Northern Pacific Railway Historical Association

Who Is Using the Archives?

Our call is to aid research requests from members and non-members. We get regular inquiries, and if we cannot help, we refer them to other possible sources.

We aided ~100 inquiries via archives@gnrhs.org from 1/1/18 to 9/1/18. These are emails that come to GNRHS through our web site. The Archives Committee members answer these questions.

Far more people utilize the joint archives website for self-service research. A handful visit JSRH or PNRA for in-person research, not including regular volunteers. Both archives have provided materials for the DVD that will be available free to members at the Bellingham convention. We assist another 3-4 inquiries/month via the unofficial Yahoo Group, with many more people helped there by fellow members.

Research services are provided to Goat authors, interested individuals, historians, governments, schools, BNSF, museums etc. *Genealogy is the most common question* – “when did grandpa work for GN?” We have no employee records, so we refer them to the excellent resource page at <http://gnrhs.org/genealogy.htm>

Archive Web Site Update

The joint GN-NP Archive site at <http://www.gn-npjointarchive.org> currently features over 100,000 AFE index entries and over 48,000 scanned photos and documents.

East-End Update (JSRH)

Work continues on a regular basis. Every Tuesday a crew continues cataloging and scanning collections. The wide-format scanner has an upgraded computer to improve efficiency and has been busy several times each week by our crew and visitors. A large project this past year has been moving the collection items in the Washroom to the Triangle room and this project is ongoing.

Specific efforts are made by individuals creating a level of expertise for each person:

- **Doug Complin** –Coordinated moving materials from the Washroom to the Triangle room as well as organizing work and answering reference questions.
- **Jim Chinguist** – is cataloging early Series II AFE's (post 1915 valuation study). He also provides data for posting on the website and assists with answering questions submitted by the public.
- **Stu Holmquist** serves as the GNRHS Archives officer and often works on scanning at home with visits to Jackson Street for digitizing and coordination. He writes and coordinates the From the Archives column in the GNRHS Goat
- **Mike Lustig** is working on AFE cataloging.

West-End Update (PNRA)

PNRA work crews are active on Tuesday, Wednesday, Thursday evening and 2nd and 4th Saturdays from the various railroad history organizations.

Bill Kajdzik hosted two one day regional meetings in the past year at PNRA to promote the archives of the GN and SP&S.

Bob Kelly represents GNRHS on the PNRA Board and serves as PNRA Board President.

Andrew Klamka has scanned a set of Track Charts for preservation and easy access, copies are now held at both archive offices.

Jim Mattson has scanned over 300 station plats from the Del Jacobson collection

Dean Motis scanned the Walter Ainsworth diesel locomotive collection of nearly 500 photos, and over 700 of the slides.

Louie Read has been sorting, completing inventories and organizing GN collections for accessioning and preservation.

Archives Budget 2018

PNRA annual fee	2,700
MTM annual fee	7,500
Sub lease NPRHA, estimate	-3,500
Insurance	1,000
Office supplies and miscellaneous– JSRH/PNRA	500
Computers/office equipment	3,500

Total \$11,700

Proposed 2019 Archives Budget

PNRA annual fee	2,700
MTM annual fee	7,500
Sub lease NPRHA, estimate	-3,500
Insurance	1,000
Office supplies and miscellaneous– JSRH/PNRA	500
Computers/office equipment	2,500
Computing technology assistance providing remote access to the cataloging system, est.	25,000

Total 35,700

2018 Goals - Status
<p>Continue scanning and cataloging of photos, documents and AFEs and place online.</p> <p>Progress continues on a weekly basis: AFE's cataloging is ongoing Condensed Profiles project finished Bellingham Disk for convention ready Track Charts Project released for review</p>
<p>At JSRH, complete agreements for a new lease.</p> <p>Completed agreement, moved and arranged materials in archive space</p>
<p>At PNRA begin phase two of the Digital Archive Plan and continue digitization of GN materials for easy access.</p> <p>Completed phase two archive plan, prototype server installed, testing started Digitized 900 GN diesel views</p>
<p>Work to improve volunteer participation, office space and equipment to support our goals.</p> <p>JSRH installed new computer for large scanner, PNRA received a grant for additional desk top scanners Two archive awareness events to promote volunteerism</p>
<p>Update the online version of the AFE's cataloged</p> <p>Not yet started</p>

R4 7 24 18

GNRHS - PNRA Representative Annual Report, 2017 - Bob Kelly

PNRA Work Crews:

PNRA work crews continue to be active on Tuesdays, Wednesdays, the 2nd & 4th Saturday and every other Thursday evening.

GNRHS cataloging is not being completed because there is no electronic connection between the Burien office and the Access database hosted in St Paul.

At Burien GN collections are inventoried and scanned then stored electronically for later cataloging. We have created a traditional paper finding aid to assist identifying materials on hand.

Approximately 800 hours from 8 volunteers has been completed on GNRHS collections.

Summary of work:

Andrew Klamka updated the GN inventory and finding aid for all related materials held at PNRA.

He also compiled a full GN System set of Condensed Profiles that has been scanned and organized. Copies have been delivered to the St Paul office.

Drew Miller is scanning the Ainsworth steam locomotive photo collection. Over 2000 scans have been completed.

Dave Sprau has taken on the organizing of the Public and Employee time tables at PNRA. The GN collection consists of approximately 400 timetables. Duplicate GN timetables found in Burien are offered to the St Paul office.

Jim Mattson has now scanned over 300 of the Ainsworth GN station blueprints, a copy of the scans have been delivered to our St Paul office.

Louis Read used the large Kane collection of Lee Pickett photos to assist the Skykomish Historical Society with the creation of a display on building the 8-Mile Cascade Tunnel.

He has also complete an inventory of the two large cabinets holding GN related items, there are approximately 145 3-ring binders, boxes or containers with GN items.

Cosmo DeFrancisco has completed scanning all 2000 of the GN Dispatcher Train Sheets and stored them flat on special shelving.

Approximately 15 boxes of SP&S materials at our St Paul office have been deaccessioned with Board approval and will be transferred to the SP&SRHS archives at PNRA.

Facility and Building:

Additional facility work continues as time and funds allow using a systematic plan. Currently the upper floor is being insulated and drywall installed with a grant from King County.

Expansion of archive shelving has been completed, currently providing space for approximately 4500 boxes. The GN materials make up the equivalent of approximately 250 boxes.

PNRA continues to make payments on the building contract. A \$26,000 principle payment was made in 2017. Long term financing for the remainder of the building debt has been completed.

In addition to hosting meetings for organizations such as the Milwaukee, PRR, and Santa Fe - the NRHS-Tacoma Chapter has moved their meetings and records to the PNRA.

Process Improvement and Systems

PNRA Phase 2 of the ongoing study funded by a 4Culture (King County) grant to define the digital archiving process and systems needed for the future is scheduled to restart in the fall. Additional scanners capable of negative and slide scanning are planned for purchase in the second half of 2017.

The space for the Reference Library has been expanded by 25% to allow growth. There are approximately 1300 books now in the library. Nearly 150 entries are GN related.

PNRA has produced a brochure for people interested in planning their estate to benefit the preservation of railroad history.

Annual Conflict of Interest Statement

In addition to representing the GNRHS on the PNRA Board, I am serving as the president of the PNRA Board. Each year I notify both the boards of my dual role so we can be aware and avoid any potential conflict of interest. Also, I serve on the Board of the Skykomish Historical Society and that board has also been notified.

Report of Managing Editor of *The Goat* - 2017

Summary

Four issues of the *Goat* were produced in 2017 and mailed during their assigned months.

March, 2017 *Goat* (96 Pages including 20 page *Goat*, one Reference Sheet, Color Card and Modelers' Pages)

June, 2017 *Goat* (76 Pages including 20 page *Goat*, two Reference Sheets, and Modelers' Pages)

September, 2017 *Goat* (88 Pages including 12 page *Goat*, one Reference Sheet, Modelers' Pages and 2018 Calendar)

December, 2017 *Goat* (68 Pages including 28 page *Goat*, one Reference Sheet, and Modelers' Pages)

Total number of Pages (2017) = 328

Total Expense (2015) = \$48,275.77

Total number of Pages (2016) = 300

Total Expense (2016) = \$44,111.64

Budget Request

I request a budget of between \$45,000 to \$50,000 for the next year (2018).

Future Plans

During 2018 you can expect to see more color in our Reference Sheets. Since many pictures we use are in black and white, use of color will depend on content.

Thank You

My thanks go to our 2017 editorial and publications team including our Modelers' Pages editorial team (Ken Middleton, John Westley and Ten Fandel). We are saddened by the death of Duane Buck who served many years as Modelers' Pages editor. We miss his contributions very much. In addition, I also thank *Goat* team members Ben Ringnald, Chuck Hatler, Fr. Dale Peterka, Norm Priebe, and Phil Webb. And we also thank our authors and contributors. Working together, both groups make *The Goat* a very successful publication.

Lastly, our thanks go to the Board and Officers who provide encouraging support. We are always open to your ideas and suggestions to further improve *The Goat*.

Respectfully submitted

Ed Stankard

Managing Editor

Website Report

Appendix B: Website Budget Request 2018

For 2018 the website budget requested is \$300.00. See breakdown below.

HOSTING

2018 Budget Request

Mightweb	
Hosting fee Enterprise Account (12 months @ \$6.71/month)	\$80.52
SpamExperts subscription	\$23.40
Domain name registration fee gnrhs.org	\$11.95
Domain name registration fee gnrhs.com	<u>\$11.95</u>
Total:	\$127.82

Total Hosting: \$127.82

SOFTWARE

Website software

New versions of website software plugins*	<u>\$100.00</u>
Total Software:	\$100.00

Total expenditure GNRHS website: \$227.82

Budget requested: \$300.00

* Contingency for possible new or extended versions of website software plugins.

