

## Minutes of Past Meetings

President Jim Murphy.

Tom Graham provided copies of the departmental functional responsibility chart and organizational flow chart previously approved by Board action (chart does not include position of "Curator"). Mr. Graham asked that known corrections be provided in writing to Administrative Manager Gary Hall for follow-up.

Rod McClure advised Maintenance of Way needs to be added as a separate department on these charts.

Mr. Graham asked that Mr. McClure e-mail the requested change to Mr. Hall.

Mr. Graham also stressed the importance of following the "chain of command" regarding new and on-going issues/concerns rather than just going to the top of the organization.

Director Brehm questioned what is to happen when this procedure is followed but there is a lack of response.

Mr. Graham indicated that board minutes are a reporting tool and have not been detailed enough. He further indicated that communication with interested parties is critical.

Director Holmes advised the Curator position is in the FRRS recommended practices guidelines and one of the duties of this position is to make recommendations regarding acquisitions/de-acquisitions of equipment. He also advised that the main focus of the position is to answer historical questions when presented.

Director Vicknair pointed out that this definition creates a conflict with the established A&D Committee concerning acquisitions and de-acquisitions.

Mr. Graham stated that a lack of communication, reporting and recording has resulted in confusion regarding procedures and organizational structure.

Director Breitwieser stated a need for further clarification of the Curator position.

President Anderson indicated Mr. Hall should write a job description. Director Habeck stated he was in agreement this was necessary.

Director Brehm asked that the Board see job descriptions for any position before filling them.

President Anderson directed Mr. Graham to advise Mr. Hall a job description will need to be created for this position.

**FUNDRAISING:** Director Vicknair advised he was proposing a direct mail fundraising campaign using a pool of 10,000 names compiled from a variety of sources. He stated that this effort, along with the possible employment of Marta Egan and her pursuit of local funding sources and Gail McClure exploring grant possibilities would help the Society to better reach its goals.

Director Brehm advised that the money raised to fund the purchase of the two WP cars from Jim Dobbas, Inc. was accomplished this way via e-mail appeals.

Director Vicknair also pointed out that a direct mail campaign could be used to promote memberships, gift memberships, bringing attention to ongoing equipment restoration and would be a boost to public relations.

Director Breitwieser asked that a funding committee be created. Director Vicknair reminded the Board that a committee already exists and advised Ms. McClure had at one time volunteered to lead the committee.

President Anderson and Director Breitwieser asked Ms. McClure if she would be interested in leading the Funding Committee. Ms. McClure advised she would.

Tom Graham stated that the Administrative Services Department Head should have a say in Ms. McClure's appointment to the committee. President Anderson said he would recommend Gary Hall

consider Ms. McClure for the position. Mr. Graham advised he would apprise Mr. Hall of same.

### GOOD OF THE ORDER:

**PRESIDENT'S REPORT:** President Anderson read a letter to the board from Michael Yarmey/Portola City Building Inspector noting a concern over lack of code violation corrections on the museum property brought to the Board's attention last year.

Director Vicknair advised that a number of the noted violations had been corrected when originally brought to the attention of the Board and that he had taken former President Murphy around the facility showing these corrections to him. He also provided an additional listing of corrections to Mr. Murphy in October 2001 along with copies of requested permits. Director Vicknair further advised he had visually inspected some of the corrected code violations prior to this day's Board meeting only to discover that some of these items had been re-installed in violation of city code. With the assistance of members present at this time, these items were again removed/corrected.

Director Vicknair indicated he has been in contact with two licensed electrical contractors who may be available on the March 2-3, 2002 work weekend to correct the electrical problems at little or no cost to the Society.

Alan Turner advised that a Board representative meet with Mr. Yarmey at the property to show him what has been done and provide a plan for what remains to be corrected. He advised at this time the Board apply for extension of timeline for these remaining corrections.

Director Vicknair advised that much of what Mr. Turner suggested is already in progress and he will update President Anderson who will meet with the Building Inspector.

Tom Graham stated that many of these items should have been corrected last summer.

Judy McGrath indicated it would be helpful to have a listing of these code corrections posted in the Operations office.

Director Vicknair advised he would like confirmation from the city if the previous lists and permit copies had been received by Mr. Yarmey from Mr. Murphy.

**GIFT SHOP:** President Anderson stated that the Gift Shop is in need of an overhaul prior to the start of the operating season. He advised that Director Breitwieser has been working on an inventory of the existing stock.

**RAL PROGRAM:** President Anderson stated at this time the only members currently involved with this program are himself, Director Holmes and (?).

Rod McClure said he has two people who would like to be directly involved in this program. Director Vicknair indicated that Society member Matt Parker would like to be re-involved with this program as well.

Director Stiles said he felt employment of Marta Egan would be of immense benefit in providing on-site coordination of the program.

**EMPLOYMENT OF MARTA EGAN:** Director Breitwieser provided copies of the employee committee meeting recommendations including job responsibilities. She advised that although this item was not on the meeting agenda, she would request that the Board act on the recommendation today.

Alan Turner advised that it could not be acted on today as it was not on the agenda, but that if the Board chose to, a motion could be made for a finding of urgency regarding the recommendations. He stated upon cursory review of the recommendations there be clarification on