



## FEATHER RIVER RAIL SOCIETY BOARD OF DIRECTORS

Tom Carter, director - phone  
Kerry Cochran, director  
Greg Elems, director - phone

Steve Habeck, vice-pres  
Charlie Spikes, director  
Gail McClure, treasurer

Eugene Vicknair, secretary

Rod McClure, president

Regular Meeting  
June 4, 2016 – 1:00 PM

WPRM Meeting Room  
Portola, CA

### Agenda Topics

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#### Attendance

#### Correspondence

#### Consent Calendar

Items will be acted on simultaneously unless a Director requests separate discussion and / or action.

1. Minutes – Minutes of the May 2016 General BOD Meeting

#### Old Business

none

#### New Business

1. Election Ballot Return Date (Vicknair and Epling)  
Overview of issue with ballot return date and confirmation of change by Board.  
Discussion. Possible Action.
2. New Point of Sale System (Vicknair)  
Review options for new Point of Sale and eCommerce system.  
Discussion. Possible Action.
3. Fundraising Raffle (Vicknair)  
Approve fundraising raffle to be sold at the museum and run through Portola RR Days.  
Discussion. Possible Action.

#### Good of the Order

1. Vice-President's Report
  - *Written report provided*

2. Financial Reports
  - *Reports and summary provided*
3. Director's Reports
  - *Carter*
4. Event Reports
  - *Media Day* – written report provided
  - *July 3<sup>rd</sup> Independence Day Event in Graeagle*
5. Department Reports
  - *Website* – written report provided
  - *Funding* – written report provided
6. Committee Reports
  - *Election* – recommendations for policy changes
7. Legal / Insurance Report
8. Status of Surplus Property Report
9. Safety Report
10. Public Comments – Note: public comments will be held to 3 minutes when recognized by the chair, unless granted extension by the Board.
11. Notices
  - The annual meeting and members' dinner start at 5:30 PM today.

**Closed Session** – requested by Director Carter, Director Vicknair and Vice-President Habeck

- Business item

**Adjourn**

**Next Meeting** – July 9, 2016 – 4:00 PM

WPRM Meeting Room  
Portola, CA

## UPCOMING EVENTS

### June.. Caboose Trains

Museum Hours: 10 AM – 5 PM

Train Operations: 12 noon – 3:30 PM

- 4 Board Meeting - 1 PM Portola
- Members Bar-B-Que - 5:30 PM
- Annual Membership Meeting - 7:30 PM

Election Results

19 Father's Day

30 Train Sheet Deadline

### July.. Caboose Trains

Museum Hours: 10 AM – 5 PM

Train Operations: 12 noon – 3:30 PM

3 Booth at Graeagle Independence Day Fair

4 Independence Day – Caboose Train Rides

9 Board Meeting - 4 PM Portola Installation of New Board

28 Union Pacific Historic Society Convention bus tour from Sacramento

TBD Steam Department Work Session

**Feather River Rail Society**  
**Board of Directors Meeting – May 14, 2016 – 1:00 PM**  
**WPRM Meeting Room – Portola, CA**

Vice-President Steve Habeck called the meeting to order at 1:14 PM.

Leisa Wesch and Rick Gruninger have requested the meeting be recorded.

The following Directors were present

Eugene Vicknair	Charlie Spikes	Steve Habeck
Kerry Cochran	Tom Carter	Greg Elems

**Attendance**

Tom Hervey	Arrived 1:54 PM
Rick Gruninger – COO / Insurance Liaison	Eric McKay
Lisa Wesch	David Elems
Patty Clawson – Big Fish Creations	Matt Elems – Train Sheet editor
Michael Clawson – Big Fish Creations	Bil Jackson - CMO
	David Epling
	Ethan Doty
	Ali Barbato

**Correspondence**

*Vicknair* – received letter from Kirk Baer resigning his position as Director and declining to take a seat on the Board if reelected. Letter read to the Board. Board also received by email.

*Habeck* – received some info from people who want to volunteer for us. Info handed off to Kerry Cochran and Bil Jackson. Asked that we reach out to them.

**Consent Calendar**

Approval of the minutes of the April 2016 General BOD Meeting.

Motion 05-16-01

Motion to approve the Consent Calendar as presented: April 2016 Minutes.

Vicknair / Spikes. Aye – 5, Nay – 0, Abstain – 1. Motion carries.

**Department Report**

Marketing – membership drive postcards, Media Day and operations season advertising

Michael and Patty Clawson presented. Excited that we will be participating in the Graeagle Independence Day Event. Will be held in the park in downtown Graeagle on July 3. Set-up is 8 AM. Opens at 10 AM. Expect lots of tourism. Event brings in 10,000 to 12,000 people. Have easy-up and tables. Have memberships, store items to sell. We will be selling ice cream bars. Is a non-profit support event. Will have tickets and merch for sale. Darlene Packavich will be point contact person.

Would like us to enter something in the parade. \$20 fee waived for us.

Received postcards for membership drive. Shown to Board. Will be passed out next week to post office.

Eugene Vicknair is completing Business Sponsorship letter for distribution. This will be distributed to Portola businesses.

Opening Weekend / Memorial Day ads. Showed the Board ads for opening weekend. These will go into Deals n Wheels and Reno Gazette Journal. Director Vicknair will be donating the cost to place the ads.

eMail blast for Media Day invite was shown to Board. We have a new email address for promotions and information to be sent out. All email going out for marketing will be WP branded and return email.

Big Fish built onto eMail media list FRRS had started. Now have 105 names and contacts in Sacramento and Reno. Also invited executive editor of Reno Gazette Journal. Want to send Monday AM. Big Fish will follow up within 1 week with email resend, will call select ones. RSVP by June 21. Event schedule worked out with Rick Gruninger and Steve Habeck. Also inviting local political figures. Director Vicknair will be running the event and handling lunch event.

Rick Gruninger asked about limit of 10 people for Media Day RAL. We need the 10 people to include any assistant / camera person. Agreed. Made some observations on membership drive card and noted next run should specify "new" memberships and sponsorships.

Consensus Direction given to proceed with the ads with changes to the media day schedule be worked out this afternoon.

Asked if we can put opening day ad on front page of website.

## **Old Business**

### **Confidentiality / Conflict of Interest Policy, Director Conduct and Oath of Office**

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Review and approve Confidentiality and Conflict of Interest Policy, related Disclosure Agreement and Director Oath of Office and Code of Conduct form.

- Written copies of proposed policies presented.
- Revised confidentiality policy presented that is specific to Board and Managers. Old Confidentiality Policy will be taken out of abeyance and used for employees and contractors.
- Was noted that there is an element in by-laws that states directors must accept seat by writing.
- Policy presented to formalize this written acceptance and acceptance of policies and code of conduct.
- This written acceptance MUST be signed. If not signed, then their election is invalid.

Motion 05-16-02

Motion to accept the Revised Confidentiality and Conflict of Interest Policy with effective date of May 31 as presented.

Carter / Spikes. Aye – 5, Nay – 0, Abstain – 1. Motion carries.

- Habeck and Carter expressed that this new policy addressed concerns presented in prior meetings. Feels this is a good move.
- Again noted that prior policy will still apply to employees and contractors.
- On the acceptance document, effective date will be May 31 and all sitting directors will need to sign the document.
- When approved, the header format will change slightly on policy.
- Signature / acceptance document needs to be witnessed by three witnesses if the elected director refuses to sign.

Motion 05-16-03

Motion to accept the Director Conduct and Oath of Office policy with effective date of May 31 as presented.

Carter / Spikes. Aye – 6, Nay – 0, Abstain – 0. Motion carries.

- All sitting directors to sign before effective date.

## **New Business**

### **Change Opening Day for 2017**

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Proposal to move the opening day of the museum up to second full weekend in April.

- Written report provided.
- Since we have paid person on site, felt there would be benefit to open earlier in season and see if we can get admissions and some sales earlier in the year.

- We are already doing RALs and other work earlier than current opening.
- 26 RALs are currently booked for season.
- Clarification that this is ONLY museum open, not operations opening day.
- This would make 2017 museum opening on April 8.
- Consensus direction to proceed with revised opening date starting 2017.
- Looking at staying open later in season as well.

### **Yparraguirre Model Collection Donation**

Accept donation of large model railroad collection to support FRRS programs.

- Written report provided.
- Bruce and Linda Yparraguirre are members from Chico.
- Bruce was in an accident a few months ago and has passed away.
- He has a large three rail O scale collection. Had told Linda that if something happened to him, he wanted it donated to support the FRRS.
- Collection includes locomotives, cars, tracks, accessories. All good quality, recent manufacture equipment.
- There are no restrictions on the donation. We can sell, use, display, whatever we want.
- Director Carter reviewed the collection in Chico last weekend.
- Donation also includes shelves and racking and a small collection of railroad books, as well as a 4' X 8' table with small loop of track.
- Carter stated that would like to use part of the collection to build a Christmas exhibit train.
- Would like to take the 4 X 8 board and create a travelling Santa Train "advertising" layout.
- Linda noted that they redid their will last year and FRRS would get 1/5 share of their estate when she passes.
- Carter needs acceptance by motion and a letter to give to Linda and Brad Lomazzi who will be handling the appraisal of the collection.
- Will need to rent a large truck to move the collection.
- Habeck feels this could be a good windfall for us.

Motion 05-16-04

Motion to accept the donation of the Yparraguirre model railroad collection.

Vicknair / Cochran. Aye – 6, Nay – 0, Abstain – 0. Motion carries.

- Carter will generate and sign letter and send copies to Board.

### **Good of the Order**

#### **Vice-President's Report**

- Verbal report.
- Union Pacific GP30 849. Habeck got copies of the court agreement from the clerk of the court. Our attorney is on the docket to request final clarification from the judge concerning the status of the equipment. Item 5 stated that "brown boxcar" would be removed from the property (except for parts for car "Pioneer" by Morgan. Morgan was also to remove the UP 849. FRRS completed their actions by May 3, 2011. Item 8 says any and all items not removed from property by Morgan by July1, 2011 will become property of FRRS. Item 9 states that court retains jurisdiction until all executed. Judge is being asked to rule that Morgan has not executed agreement and to convey ownership of UP 849 and brown insulated boxcar to FRRS.
- Purchased some items to improve the store including an open sign and drink cup holder.

#### **Financial Reports**

- Financial Reports and Summary provided.
- Director Vicknair gave overview of finances.
- Reviewed financials.
- Request for someone to volunteer to handle requests from groups for brochures.

## Director's Reports

*none*

## Event Reports

- *2016 Convention* – Thanks to Erik McKay for donating the raffle tickets for the convention. Written report provided. Support expressed for holding 2017 convention in Reno.
- *2016 Annual Dinner* – plan dinner format / appoint committee. Potluck for sides and desserts, will bbq meats. Have a sign-up on website and RSVP. Guests and directors donated money toward dinner. Erik McKay and Kerry Cochran each donated \$50. \$20 from David Elems. \$30 from Tom Hervey. \$10 from Charlie Spikes and Bil Jackson. Leisa Wesch will bring large smoker.

## Department Reports

- *Website* – written report provided. Lots of positive comments about website progress. Kerry Cochran asked everyone who receives emails from Paul asking for info please respond. Kerry working on reviewing historical web pages and is discussing with Mike Mucklin, David Pires and Eugene Vicknair. Asked that we rename WPRRHS references on the web pages to Historical / Archives Department.
- *Funding* – written report provided. Noted that Big Fish Creations has brought in a lot of visitors and they have been giving us breaks on our retainer bills during the down season.
- *Operations* – now have an electronic copy of the RAL book. Noted that we are taking \$25 deposits on RALs regardless of size / package. Suggested that we may look at raising this. May consider in future. Current is covering costs if there are no shows. Two events coming up: 40-50 people on July 24 and a Susanville school event.

## Committee Reports

- *Election* – written report provided, appoint election tellers. Have 276 ballots in place. Recommendation that all candidates have an observer. Habeck gave 7 ballots returned unopened to Epling that were undeliverable. At least one deceased.
- Tellers for the election are:
  - Matt Shuman (Life), Ann Morningstar (Life) and Ali Barbato (Active).
- *Model Railroad* – written report provided. Ethan Doty is now on model railroad committee. Current committee is David Epling, Bart Hanson, Bob Sims and Ethan Doty.

## Legal / Insurance Report

*none*

## Status of Surplus Property Report

*none*

## Safety Report

- We are now open, barricades are up. Looking over facility for issues. Barricade from hospital is missing. Need to replace.

## Public Comments

*David Elems* – will be talking to some folks about gas cylinder storage, will send info to Tom Carter as safety officer.

Question about Rod McClure condition. He has been up and down. Always looks forward to visitors.

*Bil Jackson* – volunteering to hand out brochures in local (50 mile radius) area.

*Greg Elems* – will do brochure trades again with other organizations.

*Ethan Doty* – applauds the Board and volunteers for the direction of the organization and the hard work many have done and stepped up to handle more work with Rod McClure being ill. Feels strongly about the positive direction the Society is going in.

*Matt Elems* – needs more articles for Train Sheet. And photos! Noted that email Train Sheet is in color and more people should sign up for that.

## Notices

- The annual meeting is coming up Saturday, June 4, following the Members Dinner.

**Closed Session**

requested by Vice-President Habeck, Director Vicknair and Director Carter – 3:35 PM – 3:40 PM

The Board heard a report on a business item. Consensus direction given, no reportable action taken.

**Adjourn**

Meeting adjourned at: 3:42 PM  
Next meeting: June 4, 2016 – 1:00 PM  
Location: WPRM Meeting Room - Portola, CA

Respectfully Submitted, Eugene Vicknair -- Secretary, FRRS



# FEATHER RIVER RAIL SOCIETY

DATE: June 2016  
ITEM: New Business 1  
FROM: Eugene Vicknair and David Epling  
SUBJECT: **Election Ballot Return Date**

This is an overview of the ballot return deadline issue from the 2016 Board Election.

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There was an initial error that occurred when the Election Committee drafted the ballot instructions. The revised election policy was not reviewed and as a result the deadline was set following the guidelines of older policy. The printed deadline was June 3, rather than May 27, which was the date set by the revised policy adopted in 2014.

In addition, there was a typo, where the day was listed as Wednesday, June 3, instead of Friday, June 3.

The ballot materials were mailed out with this date and were received by the membership.

In late May, it was noted by some members that the FRRS Calendar listed May 27 as the Ballot Return Deadline. Upon review of policy, it was determined the date in the mailed materials conflicted with the policy date.

A decision was made by Vice-President Habeck to have Election Chair Epling announce that the May 27 date would be held to and to close the election Post Office Box.

After several members complained, another review was done of the dates and the relevant policies and by-laws. It was recommended by several directors that the June 3, Friday date, which was the only date widely distributed to the membership during the election, be the Return Deadline. Furthermore, the Board would be given this outline of events and affirm the date in open session for full transparency.

Election Chair Epling posted a notice that the June 3<sup>rd</sup> date would stand and ballots accepted up to the publicized date.

**Requested Action:** Formal notice by the Board of the date error and entry of this outline into the official record.

## FEATHER RIVER RAIL SOCIETY

DATE: June 2016

ITEM: New Business 2

FROM: Eugene Vicknair

SUBJECT: **Point of Sale and eCommerce**

We have been experiencing increasing issues with our Point of Sale System, starting with the loss of our on-line store when Intuit sold their on-line division and revised the software requirements, to the most recent issue where a software security upgrade is preventing us from processing credit card payments from non-US members.

We have also been experiencing hardware issues with the current POS.

It is proposed that we look at a new, integrated POS / eCommerce system to replace the current system and restore our on-line store capability. Most of the newer systems are based around digital tablets. While this would require us to get new hardware, this is currently needed and the tablets allow greater portability.

I have explored several systems and these 4 have come out in ratings and evaluation as the best options:

<b>Name</b>	<b>Month cost</b>	<b>Hardware Cost</b>	<b>Platform</b>	<b>eCommerce</b>	<b>Portable Sales</b>	<b>Synced inventory</b>
Shopify	\$79	\$1,200 or \$400 plus \$40/mo	iPad	yes – included	yes - \$400	yes
						basic, robust and popular system, considered a good value and good fit for small retail
Revel	unknown, requires formal quote		iPad	yes	yes	yes
						highly customizable system, likely more expensive than others
Vend	\$85 (annual)	\$350-\$500 plus computer	PC / Mac / iPad	yes	yes	yes
Square	requires quote	\$800-\$1,000	Android / iPad	yes	yes – extra	yes

All the vendors sync with QuickBooks, allow for Gift Cards and Discount promotions and provide 24/7 email and phone support (except Vend which is email only). They also have reporting, management and ordering tools.

All work with credit card processors or have their own processing.

Of the four, Shopify looks the best for us at first pass. Revel and Square are highly rated and recommended.

I would recommend that a temporary committee be appointed to provide a more detailed evaluation of these four options, analyze current POS costs and report back to the Board with a recommendation at the July Board Meeting. I would recommend Leisa Wesch, Kerry Cochran and one other for this committee, if they are willing.

## FEATHER RIVER RAIL SOCIETY

DATE: June 2016  
ITEM: New Business 3  
FROM: Eugene Vicknair  
SUBJECT: **Fundraising Raffle**

In addition to the dinner gift certificate donated to the FRRS by the Sacramento River Dinner Train, we have also received, as of last Wednesday, a gift certificate for two for the Napa Valley Wine Train.

At a previous Board Meeting, I recommended we hold a raffle with tickets sales at the museum through Portola Railroad Days as a fundraiser.

I would like to formally propose we hold such a raffle starting with the Membership Meeting and Dinner and running through noon Sunday of Portola Railroad Days 2016. The raffle drawing would be held at 3:00 PM on that Sunday. The raffle is open to all members and visitors. Tickets will be sold in the Museum Store and at any special events (such as Graeagle July 4<sup>th</sup> Festival). NOTE: State law prohibits on-line sales of raffle tickets.

There will be four (4) prizes available:

- Two (2) Run-A-Locomotive Plan B Gift certificates
- One (1) Gift Certificate for the Sacramento River Dinner Train
- One (1) Gift Certificate for the Napa Valley Wine Train

Tickets will be \$2 each or 6 for \$10. All entrants will need to provide their name and contact information (email and phone number) on the raffle tickets. They do NOT need to be present to win.

All proceeds from this raffle will go to the FRRS General Fund.

**Requested Action:** Approval of the raffle, ticket prices and dates by the Board, with the raffle to be announced at the Membership Dinner.

## VICE-PRESIDENT REPORT

June 2016

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After a hectic 10 days or so of preparations, we managed to get things in decent shape for the Media Day event on Friday, May 27th. The Museum regulars of Bil Jackson, Charlie Spikes, Fritz Elems, Ethan Doty, and Ali Barbato, as well as myself and Paul Finnegan, put in some long days cleaning things up during the days prior to the event, but it seems as though it may pay off in the long run. While testing the sound system in the Silver Plate, I managed to blow up the amplifier in the car, so I ordered a new one, at my expense, and had it express shipped in order to get it installed in time, which was done.

Duane VanderVeen donated several boxes of candy bars to sell in the WP Store, while we are slowly restocking the items we need. The Store is beginning to generate income for the season; I believe some issues will be discussed in closed session regarding the Store.

Memorial Day weekend was a success for the FRRS, generating over \$5000 in gross income, with good visitor counts on Saturday and Sunday, and better than usual on Monday. I had to make a road trip for Uncle Pete on Saturday and Sunday, so I was not there for those two days. Driving home from the Museum on Monday night, I started feeling a burning sensation on my chest, behind my cell phone. My phone's battery self-destructed and overheated, and I got a mild burn where it was clipped to my coveralls. So, Tuesday it was off to Susanville to get a new phone.

I have not heard anything from our attorney or the Court regarding Morgan's equipment yet, although Morgan has attempted to contact me twice (I have not responded.)

I am looking for more cars to add to our cabooses; we are becoming victims of our own success. I have not been able to reach an agreement with Bill Parker regarding use of his D&RGW caboose, so it will not be used. I am working on other options to add capacity. Cupola cabooses are preferred, because that's what most of our riders want; many of our cabooses do not have many windows or seats (483, 484), limiting their usefulness. There is also opposition to using the CCT 24, which I understand and will respect. Looks like I will have to resurrect the UP 25049 and make it usable (it will need some work, which I'll have to find time for). Using any of the privately-owned hacks (like Parker's) brings up thorny issues that I'd just as soon not deal with.

I have sent an apology to David Epling, and apologize to the Board, for my hasty and poor response to the election deadline issue, and am relieved that others that are not distracted (see next) were able to work out a good solution to this problem.

I have had some trouble keeping focused in the last two weeks; in that time, I have received a positive result on a colon cancer screening, and been scheduled for a comprehensive and detailed colonoscopy exam by my GI specialist in Reno in the near future; additionally, I have developed issues with my skin, which will lead to a visit to a dermatologist for testing for various skin cancers and melanoma, also in Reno. Because of these issues, as well as making myself available for these various FRRS functions in the last several months, I have missed enough work that I am now on the UP's "bad dog, no biscuit" list for too many layoffs. I think I have sufficient justification to show for many of these layoffs, but these humorless clowns don't see it that way. If it gets ugly, I'll just retire. I don't want to just yet, and I'm not ready to just yet, but I won't put up with their petty bullshit, either. I have enough on my plate here.

WP Lives, PT

## FEATHER RIVER RAIL SOCIETY

DATE: June 2016  
ITEM: Event Report  
FROM: Eugene Vicknair  
SUBJECT: **Media Day**

Our Media Day event was held on Friday, May 27. We had about 18 reporters and local political figures attend, including a radio reporter from Auburn, reporters from the Portola Reporter, Sierra Booster, Tahoe Magazine and others. City Manager Robert Meacher attended along with Supervisor Terry Swafford and council member Phil Oels. An aide to state representative Brian Dahle and members of the Chamber of Commerce were there as well.

The reporting team from the Reno Gazette Journal had to cancel at the last moment, but asked for photos and a press release to run and if they could attend their own media event later in the season.

Thanks to a lot of work by many volunteers, we were able to show the attendees an excellent event. Thank yous to Steve Habeck, Bil Jackson, Charlie Spikes, Fritz Elems, Ethan Doty, Ali Barbato and Kerry Cochran for their work prepping for and during the event. The lunch service was prepared and served by Eugene Vicknair, Mary Ann Vicknair, Paul Hennenhoefer, Tom Carter, Alicia LaBrecque, Paul Finnegan and Patty Clawson. Our train crew gave an excellent ride and photo run-by and included David Epling, Paul Finnegan, Charlie Spikes and Steven Perry with Steve Habeck and Eugene Vicknair along as docents. Extra special thanks to Patty and Michael Clawson of Big Fish Creations for all their hard work on this.

Eugene and Patty conducted the walking tour of our grounds and equipment and the discussion included extensive information about our mission, goals and our archives. Michael Clawson was documenting the day in photos for use by the media and for our own archives and promotional materials.

The feedback from the media and political attendees was overwhelmingly positive. We heard many comments about what an important asset the FRRS and its management and volunteer teams are and commitments from the local representatives for our future vision and goals. Another event is being planned to have more of our local and state elected officials attend and discuss the future needs of the organization and how they can help.

Thank you to everyone who made this possible. This is a big step in raising the visibility and profile of the FRRS and our historic preservation and outreach programs.

To: FRRS Board of Directors  
From: Paul Finnegan, Webmaster  
Re: Museum Web Page  
Date: May 25, 2016

A new online tool to allow users to update their membership information (address, phone(s) and email(s)) went online on May 17<sup>th</sup>. The [Change of Address](#) tool has a link on the [Membership](#) page and the [Contact Us](#) web pages. This month I added a much more detailed description about the membership levels on the membership page. (The membership level descriptions are each in a separate file such that all web pages with this information are updated if the descriptions change. We are developing a set of tools to support joining and renewing memberships online. These web pages, plus the associated emails, all use the same membership level description files. Using this approach if something changes or is updated, the change is only made in one place and all the web pages and emails are automatically updated.)

Eugene Vicknair requested a special membership promotion page be created for a half-price Plumas County resident membership drive. The [page](#) was created and links put on the [webcam](#), [desktop](#) and [mobile](#) home pages on May 16<sup>th</sup>. It will be removed on July 1<sup>st</sup>.

Frank Brehm sent me all the *Train Sheet* issues (as PDF files) that were missing from the [Train Sheet Archive](#). The Train Sheet Archive is now complete, up-to-date and online! It contains all the issues that are over one year old. The archive has all of the issues from #1 to #167 in it. Since a few issues were combined, there are 163 PDF files in the archive.

In addition to the Archive, there is a [Train Sheet Master Index](#) web page. The Master Index is like the index in the back of a non-fiction book. There is a column of topics, a column of article titles/descriptions, a column of the issues and then the page numbers. The article title/description and issue entries are links to the articles inside the PDF files. Depending on how the user's web browser is configured, clicking on an article reference will either take them to the PDF for *The Train Sheet* or directly to the page of the article inside the PDF file. As of May 20<sup>th</sup>, there are 1,057 index topics with 5,553 references. In addition to the *Train Sheet* newsletters, a few special items are also included in the index.

As new *Train Sheet* issues reach the anniversary of their publication, they will be added to the archive and index.

With the Train Sheet Archive now created, we can enhance other pages on the web site by linking to the related issues/articles. For example I created a new web page, [Train Sheet Articles about the WP 165](#) Stream locomotive and put a link to it on the [Steam](#) page. Users can now easily read the story of the WP 165 as told by the *Train Sheet* articles. As new articles are written about the WP 165, they will automatically appear on the web page when the Master Index is updated.

In creating this archive and index, I learned a great deal about the history of the society and museum, I hope others find it informative and useful.

Eugene posted an article about the recent convention on the [FRRS News Blog](#) and I added a note about it in the "*Latest Museum News Update*" that appears on several of our web pages.

Kerry Cochran emailed me several crew members' "Mug Shots" and I used them to update our [Operating Department Roster](#) web page. We have photos now for almost all of our members. He also provided a couple photos to allow me to update the [Staff](#) page.

I updated the [Bulletin web page](#) by posting the 02-16 bulletin from Kerry Cochran.



The menus and web page banners for the [Historical/Archive](#) web pages were updated from “Archives” to “Historical/Archive Department” per an email from Kerry.

On Saturday May 21<sup>st</sup>, I learned that Kirk Baer had resigned from the Board of Directors. I removed him from the [Staff](#) web page. I changed his title from “incumbent” to “candidate” on the [Membership](#) web page election information section.

Two special [Crew Calls](#) were added for the Operating Department’s Crew Signup and Extra Board web pages this month. One is for Tuesday, May 31<sup>st</sup> for a school visit and another is for Thursday July 14<sup>th</sup>.

On Wednesday May 25<sup>th</sup> I received a set of still photos and a short video of WP 197 getting started from Ethan Doty. I made a gallery of the stills and a link to the video on the [WPRM Gallery Page](#). I put a note in the *Latest Museum News* box and a link to the page.

Ethan also shared with me that Steve Habeck reported that the dates for RR Days changed to be August 26-28. I contacted Eugene who sent me a new [FRRS Calendar](#) so I updated the Calendar, put a notice in the latest new box and updated the Crew and Museum Volunteer tools. I updated the Train Crew Sign Up tool, the Museum Event Volunteer Sign Up tool, the Extra Board and the signups for Museum events page. All web pages should now have the correct RR Days information on it. I also sent email to all the people who had either marked up as train crew or signed up for Museum Event Volunteer for the old RR Days event to let them know the dates changed.

The last week of May saw a flurry of emails with new ideas for fundraising, promoting items from the gift shop and enabling people to help stock our supply cabinets. I will report more about these topics next month.

## Open and Recent Web Tickets

### 5/25/16

Ticket Number	Type	Date Submitted	Date Started	Date Closed	Status	Submitted by	Description:	Comments:
2015-0038	Out of Date	10/7/2015			In Progress	Paul Finnegan	"Items & Supplies requested for Donation" document on donate.html document is dated June 28, 2011	Should be reviewed and updated. Got one review
2015-0051	Enhancement	10/8/2015	12/21/2015		Pending	Eugene	Move contents of WPRRHS web page into WPRM	Long term project - Kerry & Eugene are talking. 1/23/16
2015-0082	Enhancement	11/1/2015			Open	Paul Finnegan	Kenneth and Paul should shoot a new caboose ride video and replace the one on trainride.html	Created an updated video.
2015-0104	Enhancement	12/7/2015			Open	Rick Gruninger	Create place for persons to sign up for "other" Volunteer efforts. Perhaps one where they can enter what they want to do. For example, Mechanical, clean bathrooms, fix windows, tarp outdoor stored equipment, work in the Gift Shop, etc. A general "catch all" without limiting people to specific group activities.	Need to figure out how we make sure only appropriate material is posted. Proposed name: "Work Parties"
2015-0105	Enhancement	12/10/2015			Pending	David Epling -> Kerry Cochran	Promote BSA RR Merit Badge	David to send me some information. Changed to Kerry 1/16/16.
2015-0113	Out of Date	12/20/2015			Open	Paul Finnegan	Restoration projects page needs to be updated and expanded.	
2015-0115	Enhancement	12/30/2015	12/30/2015	5/22/2016	Closed	Kerry/Tom	Resolve what to do about Museum Policies web page	Rec'd direction from KDC
2016-0010	Maintenance	1/11/2016	1/11/2016		Pending	Paul Finnegan	Post Train Sheet #168 on Train Sheet Archive web page	Not before September 1, 2016
2016-0011	Maintenance	1/11/2016	1/11/2016		Pending	Paul Finnegan	Post Train Sheet #169 on Train Sheet Archive web page	Not before January 1, 2017
2016-0028	Enhancement	2/19/2016	2/19/2016		In Progress	Eugene	Add Paypal Membership to Membership web page.	Draft page 2/19/16. Major progress made in May.
2016-0031	Enhancement	3/2/2016	3/2/2016		Pending	Michael Clawson	Expand Joining foot print on web site.	Need input from Eugene
2016-0033	Maintenance	3/7/2016	3/7/2016	5/14/2016	Closed	Paul/Eugene	post remaining Train Sheets to Archive	Need missing issues from Eugene. I have everything posted that I have.
2016-0037	Enhancement	3/16/2016			Open	Paul Finnegan	Create WP 841 Silver Plate web page	
2016-0038	Enhancement	3/16/2016			Open	Paul Finnegan	Create UP 105 web page	
2016-0042	Enhancement	3/16/2016			Open	Eugene	Find additional places to put PayPal donate button and move code into shared data file.	
2016-0059	Enhancement	5/10/2016	5/11/2016	5/17/2016	Closed	Bil Jackson	membership information data sheet asking for the members to provide current mailing address, phone numbers and a reliable email	"Change of Address"
2016-0060	Maintenance	5/12/2016	5/12/2016	5/12/2016	Closed	Rick Gruninger	Update RAL page to show 917 and 1857 "Temporarily out of service for maintenance and repairs."	
2016-0061	Enhancement	5/12/2016	5/12/2016	5/13/2016	Closed	Kerry Cochran	post Bulletin 02-16	
2016-0062	Enhancement	5/13/2016	5/13/2016	5/13/2016	Closed	Paul Finnegan	In the Visit Us web page, make museum hours use the shared text already set up for other pages.	
2016-0063	Enhancement	5/14/2016			Open	Paul Finnegan	Make the Crew Training start time more visible next year. A new member didn't know what time and showed up too late.	Improvements for next year
2016-0064	Enhancement	5/14/2016	5/15/2016	5/20/2016	Closed	Paul Finnegan	Update Train Sheet Master Index for 33,39,40,41,42,44,46,51,53,54,54	DONE!!!
2016-0065	Enhancement	5/15/2016			Open	Kerry/Eugene	Eugene to send me Opening Day item for home pages	
2016-0066	Enhancement	5/15/2016	5/16/2016	5/16/2016	Closed	Eugene Vicknair	Create membership_drive_june_2016 web page	
2016-0067	Maintenance	5/16/2016	5/16/2016	5/16/2016	Closed	Rick Gruninger	Crew Call for Richman Elementary's Special 5/31	
2016-0068	Maintenance	5/16/2016			Pending	Paul Finnegan	Disable membership_drive_june_2016 web pages	Do on July 1, 2016
2016-0069	Maintenance	5/17/2016			Pending	Paul Finnegan	Update Museum Hours,Announcements2 - Weekend Train Rides	Do on May 30
2016-0070	Enhancement	5/14/2016	5/17/2016	5/17/2016	Closed	Kerry Cochran	Use name "Historical/Archive Dept"	KDC email 5/14/16
2016-0071	Enhancement	5/19/2016			Open	Paul Finnegan	Add links to forms in Crew Training emails. Some people did not receive the attachments. Also have a public list of crew training signups.	Improvements for next year
2016-0072	Maintenance	5/19/2016	5/19/2016	5/19/2016	Closed	Eugene	Remove WP Historic Calendar sales from web page.	
2016-0073	Maintenance	5/21/2016	5/21/2016	5/21/2016	Closed	Leisa Wesch	Kirk Baer resigned.	Updated staff and election information on Membership pages

## Open and Recent Web Tickets

### 5/25/16

2016-0074	Out of Date	5/21/2016	5/21/2016	5/21/2016	Closed	Leisa Wesch	Correct Leisa's service date from 2016 to 2015.	
2016-0075	Enhancement	5/22/2016	5/22/2016	5/22/2016	Closed	Leisa Wesch	Improve layout of position key in operating_dept_crew_members web page	Done - looks much better, great suggestion.
2016-0076	Enhancement	5/22/2016	5/23/2016	5/22/2016	Closed	Kerry Cochran	Post two new policies (Confidentiality-Conflict-Disclosure and Officer and-or Director Oath of Office and Code of Conduct) and restore Policies menu entry.	
2016-0077	Enhancement	5/23/2016			Open	Eugene Vicknair	FRRS is Amzon Smile - add info to Donation page	
2016-0078	Enhancement	5/23/2016			Open	Eugene Vicknair	Create Sponsors page	

# FEATHER RIVER RAIL SOCIETY

DATE: June 2016  
ITEM: Department Report  
FROM: Eugene Vicknair  
SUBJECT: **Funding**

## Spring Fundraising Mailer

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The Spring Fundraising Mailer has raised over \$3,700 to date with an additional \$1,400 in other donations coming in using 2015 Fundraising forms. In all, our fundraising mailers have raised over \$5,100 since January 1.

## Raffle

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Raffle was submitted to the Board for approval at this meeting. I will be preparing information / advertising materials.

## July 3 Graeagle

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Confirmed that we will have a booth at the July 3<sup>rd</sup> Graeagle Festival. We are cleared to sell merchandise, memberships, tickets and ice cream bars. I am setting up volunteers and finalizing details for our booth.

## Business Sponsorship

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A letter to local businesses is being reviewed by Big Fish Creations and will be mailed out to kick-off our Sponsorship Program.

## Recommendations for modification to FRRS Election Policy

In order to prevent such an occurrence in the future, the following recommendations are suggested for addition to the FRRS Election Policy:

1. All Election Materials to be printed shall be proofread and checked against policy by all 3 members of the Election Committee plus at least 2 others not involved in the Election. It is preferred that these 2 additional persons be the Policies Manager and the FRRS Secretary, provided they are NOT up for election in that cycle. If one or both are up for election, alternate proofreaders shall be used, preferably officers, directors and / or past election chairs. Materials will be sent for print only after all 5 persons acknowledge review of the materials and certify them correct in writing (email will be accepted) to the Election Chair. Their acknowledgements will be noted in the final election report.
2. In the event of an error or omission, the Election Committee shall convene to review the issue as a group. If the issue is a matter of policy and procedure, they shall consult a group of 3 Directors NOT up for election and who are designated by the President at the start of the election cycle. Any decision to work around the error or omission shall be made by this group. If they feel the issue warrants, they may bring the issue to the full Board or call a special Board meeting in accordance with established procedure for special meetings.
3. Any errors and / or issues and their corrections shall be reported to the Board via email and formally reported at the next regular meeting. They shall also be listed in the post election report.
4. All Election Committees, when designated, shall be given copies in hard copy and / or PDF form of the following:
  - a. FRRS By-Laws
  - b. Current FRRS Election Policy
  - c. Election Final Reports from past two years
  - d. FRRS Calendar for that year

Election Chair David Epling has also suggested that the ballot return deadline be moved back to the Friday immediately before ballot counting.