



Los Angeles Division Advisory Board Meeting

Meeting held On-Line via Zoom App
September 10, 2020 8:00 pm

Call to Order:

Superintendent Vic Cavalli called the L.A. Division Advisory Board meeting to order at 8:03 pm

Roll Call:

Quorum: Vic Cavalli (Superintendent), Mona Raymer (Director)

Attending: Bob DeMoss, Nick Lisica, Mike O'Brian, Pat Raymer, Scott Sackett, Kevin Spady, Ron Westlund

Approval of Previous Minutes:

Minutes for the August 13, 2020 Advisory Board Meeting were not approved due to a possible error with the range of costs documented for a Division's supplies storage units.

OFFICERS AND COMMITTEE REPORTS:

Finance Report:

Chief Clerk/Paymaster James Keena reported, via e-mail, the Division currently has the following funds:

Checking	\$	5,871.62
<u>Savings</u>	<u>\$</u>	<u>5,102.98</u>
Total	\$	10,974.60

Also included in James' report was a list of current L.A. Division supplies and assets. (See Attachment #1 at end of these minutes.) Vic Cavalli requested all individuals named in the report verify that they are in possession of those items assigned to them and/or report if anything has been left off.

Superintendent Cavalli also requested all Board members start thinking about future expenditures as it is his intent to enter Fiscal (i.e., Calendar) Year 2021 under an approved budget plan.

Virtual Media Committee Report:

Zoom App Co-Moderator Kevin Spady gave an update on the *Members' Interest Survey* he is currently conducting. Response, to date, has been very good with approximately 64 of 172 members submitting inputs; a 37.2% rate. As the survey remained open at the time this meeting was held, "in-progress" results are not be documented here. Instead, upon closure of the survey, Kevin will publish the results with Division-wide distribution.

NEW BUSINESS:

Advisory Board Meeting Day and Time:

As the Board has moved to a new on-line meeting app, Vic Cavalli asked those attending if the current day and time meetings are held should remain the same or be altered. By a show of hands, it was decided to continue meeting on the second Thursday of each month, starting at 8:00 pm.

L.A. Coupler Newsletter:

Nick Lisica was welcomed to the Advisory Board as the *L.A. Coupler's* new Assistant Editor. In this position, Nick will be assisting Editor Tim Johnson with article solicitation, set-up, and proofreading; along with other possible duties (to be defined) as time goes on.

Editor Tim Johnson reported, by e-mail, the Fall 2020 issue is now in layout set up. Tim once again requested the submission of more photos and articles; one can never have too large a surplus. Superintendent Vic Cavalli shared with the Board his desire to have regularly occurring *Members' Project(s) Sharing*, and virtual *Layout Tour* columns in the *L.A. Coupler*.

L.A. Division COVID-19 Event Policy Statement:

An initial draft of a *L.A. Division COVID-19 Policy Statement* was sent out to all Board members on September 5, 2020 for review and feedback. From comments received back, a revised document was submitted to the Board on September 8th for a first reading and approval vote. (See Attachment #2.) After a discussion and comment period, by a show of hands, the document was approved as an "in affect" document. A second, and final, vote will be conducted during the Board's October 8, 2020 meeting.

L.A. Division "Go/No Go" Event Votes:

Frosty Freight Modular Layouts Meet Chair Scott Sackett reported the South Coast Botanical Gardens - the location where this event is held annually - had announced a moratorium prohibiting any indoor events from being held through the end of calendar year 2020. As such, by a show of hands, the Board voted to formally cancel this year's *Frosty Freight* event scheduled for December 5th and 6th. Scott will send out an announcement to modular layout coordinators stating the Division's decision.

After a discussion and comment period, again by a show of hands, the Board voted to withdraw its co-sponsorship of the *2020 Los Angeles Area Prototype Modelers (LAAPM) Meet* scheduled for October 3rd. The vote was based on the previously ratified *L.A. Division COVID-19 Policy Statement*, which also precludes the Division's participation in the event. Vic Cavalli was assigned with notifying LAAPM of the Division's decision; including the event's loss of NMRA liability insurance.

OLD BUSINESS:

Pilot Buddy System:

Vic Cavalli shared he is still looking for a program coordinator to pilot a Buddy System within the Division. While an offer has been extended to an individual, no response had yet been received back.

Storage Unit Rental for Division Supplies:

There was no progress to report on the rental of a storage unit for Division supplies.

Next Meeting:

The next regular meeting of the Advisory Board will be Thursday, October 8, 2020 at 8:00 pm via the Zoom App.

Meeting Adjourn at 9:40 pm.

Minutes recorded and submitted by Vic Cavalli, Superintendent, Los Angeles Division of the PSR/NMRA, Inc.

Attachment #1:

Los Angeles Division PSR NMRA

Distribution of Division Supplies

as of September 7, 2020

James Keena

1. Historical Financial Records
2. Current Financial Records
3. Los Angeles Division Checkbook & Registers
4. Advisory Board Minutes
5. Various Types of Raffle Tickets
6. 3 Cash Box Drawers
7. Donation Jar
8. 2012 Valley Flyer Convention Decals
9. 2016 Los Angeles Junction Convention Records, Cars, Pins, Patches & Decals
10. 2020 Van Nuys Local Convention Records, Cars, Decals, Shirts & Pins
11. 4 Boxes of Locomotives Cars, Books and Videos for Raffles and Hobo Auctions
12. Two (2) Time Saver Layouts
13. Box of Time Saver Locomotives & Cars
14. Children's Wood Train Set Cars, Track & Play Carpet
15. Children's Coloring Sheets & Crayons
16. Two (2) Coffee Pots, Coffee, Cups, Sugar, Sweetener & Creamer
17. Aluminum Easel Stand
18. 3 Homemade Wood Easels
19. Coffee can for Popular Vote Contest
20. PSR Black Shirts
21. PSR Contest Supplies, Award Plaques & Ribbons
22. L.A. Division Award Ribbons
23. Box of White Handle Bags
24. San Antonio Winery Hand Fans
25. Non-Rail Lanyards
26. Blue and White Plastic Table Clothes for Event
27. Gaffers Tape

Vic Cavalli

1. Membership Information

Pat Raymer

1. LA Division Laptop
2. Boxes of Cars for Raffles and Hobo Auctions
3. Pa System & Mike Stand
4. Power Point Projector
5. Aluminum Easel
6. Collapsible Easel
7. Wrist Bands for Events
8. Hobo Auction Tickets
9. Blue Table Cloth for Events

Mike O'Brien

1. Wood Contest Photo Display Stands
2. Bag of white plastic leg extensions

Scott Sackett

1. Freight Fright Modular Club Contacts
2. Blue Painters Tape
3. Gaffers Tape

Tim Johnson

1. Los Angeles Division Coupler
2. Los Angeles Division Website

Kevin Spady

1. Los Angeles Division Facebook Page
2. Los Angeles Division Zoom License
3. PSR Dispatch

Bob DeMoss

1. Spring Rail Signs
2. PSR Historical Collection of Convention Cars, Patches, Pins and Display Case
3. Train Show Street Sign
4. NMRA Portable Los Angeles Division Banner Display
5. Los Angeles Division Banner
6. Membership Information
7. Large projection screen
8. Power Point Projector
9. NMRA Magazine for Handout at Train Shows
10. Blue Table Cloths for Events

Attachment #2:



L.A. Division COVID-19 Policy Statement

Issued: September 10, 2020

According to the Centers for Disease Control and Prevention (CDC), the novel coronavirus, COVID-19, is an extremely contagious disease that can lead to severe illness and death. An inherent risk of exposure to COVID-19 exists at any public place where people are present. Senior citizens and individuals with underlying medical conditions are especially vulnerable.

The NMRA Pacific Southwest Region Los Angeles (L.A.) Division's top priority shall always be the health and safety of our members, volunteers, and guests. As such, the Division will not sponsor, or participate in, any on-site events until the county in which the event is being held, along with all counties within a 75 mile radius of the host city, have received a State of California Stage 4 "End of Safer-at- Home" or a Tier 4 "Minimal Transmission" rating.¹

When allowed to hold, or participate in, events again, at a minimum, the following safety precautions must be adhered to:²

Face Coverings – Face coverings will be required for all members, volunteers, and guests, ages 2 and older (except those who have medical reasons for not donning them). Each individual is expected to bring your own face coverings and wear them at all times, except when eating or drinking. All face coverings, whether disposable or reusable, must:

- Be made with at least two layers of breathable material
- Fully cover the nose and mouth and secure under the chin
- Fit snugly against the side of the face
- Be secured with ties or ear loops and remain hands-free
- Wearing of face shields, while optional, will not be considered a substitute for a face mask
- Based on guidance from health authorities, neck gaiters and open-chin triangle bandanas are not acceptable face coverings.

Physical Distancing – The use of face coverings is not a substitute for physical distancing and, as such, social distancing must be maintained at all times. Keep at least six feet of distance between yourself and others. Depending on City, County, or State restrictions currently in effect at the time of an event, limiting the number of individuals inside indoor events will be enforced.

Where aisles exist, a width of at least 6 feet (for single directional traffic only) or 8 feet (for bi-directional traffic permitted) must be established by the event organizer.

Personal Safety and Sanitation – As L.A. Division sponsored events are generally held at rented facilities, extra caution must be exercised. An increased focus on disinfection

¹ State of California current County guidelines and status are located at [COVID19.ca.gov/safer-economy/](https://www.covid19.ca.gov/safer-economy/)

² Should stricter City, County, State and/or Federal guidelines exist at the time of an event, those portions of said guidelines shall supersede these presented herein.

and sanitation, including the availability of hand-washing or hand sanitizer stations in key areas is vital.

All members, volunteers, and guests should self-assess prior to attending an event and follow CDC guidance if they exhibit symptoms or if they have been exposed to COVID-19 within the prior two weeks. If symptoms are observed, do not permit entry. Additionally, each individual may be required to have their temperature screened; a failed reading precluding them from gaining entrance. (For L.A. Division volunteers' protection, do not attempt to overly enforce observed health violations. If someone becomes aggressive, back off and notify a L.A. Division Officer.)

It is recommended all participants wash or sanitize your hands frequently while at events. Avoid touching surfaces, or making contact with your eyes, nose, or mouth.

On a case-by-case basis, consider eliminating entertainment offerings (e.g., coloring stations or Lego train set-ups) or high-touch areas (i.e., second-hand magazine "browse and take" table).

Eating and Drinking – So-called "sipping and strolling" – the practice in which people remove their masks while walking and eating/drinking – is prohibited. Individuals may only remove their masks if eating or drinking while stationary and in designated areas. Hosting volunteers should assure that tables and seating are spaced apart in accordance to local health and safety guidelines; typically a minimum of 6 feet between nearest contact points.

Attendance Recording – Contact tracing is an important step in slowing the spread of COVID-19. Public health departments have used contact tracing for decades to fight infectious disease. Therefore, at all L.A. Division hosted events, recording of each participant's name, phone number, and e-mail address shall be required in order to gain entry.

Signage – For events hosted by the L.A. Division, there must be a sign at every entry point stating that, by attending, individual voluntarily assumes all risks related to exposure to COVID-19.