



LOS ANGELES DIVISION BUSINESS MEETING

Meeting held On-Line via Zoom Application

Date: April 14, 8:00 P.M.

CALL TO ORDER

Superintendent Vic Cavalli called the L. A. Division Advisory Board meeting to order at 8:00 P.M.

ROLL CALL/QUORUM

<u>Interim-Superintendent</u>	Vic Cavalli	<u>Clerk Paymaster/Achievement</u>	James Keena
<u>Director</u>	Vic Cavalli	<u>Webmaster</u>	Kevin Spady
<u>Member Aide</u>	Mike O'Brien	<u>PSR President</u>	Pat Raymer
<u>Membership Recruitment</u>	Bob DeMoss	<u>Membership Retention</u>	Vic Cavalli
<u>Non-Rails</u>		<u>Assistant Non-Rails</u>	
<u>Social Media Coordinator</u>	Kevin Spady	<u>Communication Coordinator</u>	Nick Lisica

APPROVAL OF MINUTES

The meeting minutes of February 10, 2022, were approved unanimously.

The meeting minutes of the General Membership meeting from March 10, 2022, were approved unanimously.

FINANCIAL

Financial Report

The Division currently has the following funds available:

Checking	\$11,291.57
Savings	\$5,103.61
Total	\$16,395.18

The LA Division received a stipend check from the PSR "Orange Blossom Special" totalling \$327.51, it will be deposited later this month.

Audit of Division Books

Kevin Spady is waiting for access to the banking documents before beginning the audit. A meeting is scheduled for 4/29 at the bank to complete the transfer. Kevin received a check for the LA Div from Joel Morse, Treasurer of the PSR, for \$188, for National Rebates. It will be deposited during the 4/29 meeting.

Division Banking Updates

Bank meeting scheduled for 4/29 to sign documents and transfer access to Kevin Spady

Letter from PSR is not being accepted by the bank due to the naming on the letter not lining up with the 501(c)(3) documents. Letter from Joel Morse to the bank states “Los Angeles Division of the Pacific Southwest Region of the NMRA”. 501(c)(3) paperwork states “Pacific Southwest Region of the National Model Railroad Association”. There is no connection between “National Model Railroad Association” and “NMRA”

2022 Budget

See “Los Angeles Division 2022 Budget” *attached*

Annual Update of Non-Financial Assets

See “2022 LA Div PSR NMRA Distribution of Supplies” *attached*

Kevin Spady suggested that everyone with ownership over an asset to provide a location of where they are. This would include passwords and log in information for the LA Coupler, website, etc. These locations will be kept on file by the Chief Clerk.

LA Division Coupler

- 2nd Quarter 2022 *LA Coupler* Submissions Due Date is May 1st – Nick Lisica
 - Material Submitted by John Watts – Vic Cavalli

Two members reached out at recent Sand House Chats expressing an interest in submitting materials to the LA Coupler and/or LA Div. website.

Member Services Team

Division Sponsored Home/Club Layout Open Houses

Layout tour ideally hoped for late April has been placed on hold. First open house likely to be held in June. Vic requested names of people in the area with layouts who might be willing to host an open house.

Monthly Sand House Chat Zoom Sessions

April 7th was the 10th session of the Sand House Chat. Average is 8-9 participants. Vic has requested that additional members consider hosting the session to bring additional insight into the way things are done.

NEW BUSINESS

Candidate(s) for Division Contest/Achievement Chair

After numerous years of service, James Keena’s final event as Contest/Achievement Chair will be the upcoming joint Cajon/LA Divisions Spring meet. He will hand off the awards to the next Contest/Achievement Chair. A candidate is needed to fill the position.

OLD BUSINESS

- Up-Coming L.A. Division Sponsored/Attended Shows
 - Joint Cajon/L.A. Divisions Spring Meet – April 30th

Free for all NMRA members, including lunch. \$5 for non-NMRA members. Swap meet, contest room, hobo auction, breakout sessions on numerous topics.

- Status: “Lost” L.A. Division Members’ Exit Survey – Kevin Spady
Aiming for time in late April to work on this.

- Develop Active Division Members' Satisfaction Survey – Vic Cavalli

Aiming for a mid-May time frame to get this ready for review. Once complete, the survey could be conducted over the phone.

The status of the 2024 National Convention was asked about. At this time there is no news to report. The PSR Region will host the event, but it's exact location is unknown at this time.

Next Meeting

The Advisory Board Meeting is to be held on Thursday, May 12, 2022 at 8:00 P.M. via "Zoom Application."

Join meeting code: 839 6317 119 Passcode: 248175.

Motion to Adjourn

Meeting Adjourned at 9:30 P.M.

Respectfully Submitted by

Nick Lisica
LA Division, PSR, NMRA
Chief Clerk



L.A. Division Advisory Board Agenda

April 14, 2022 8:00 pm (via Zoom)

Call to Order – Vic Cavalli

Roll Call / Quorum – Nick Lisica

Approval of Minutes

- February 10, 2022 Advisory Board Meeting Minutes – All
- March 10, 2022 Annual General Membership Meeting Minutes – All

Officers/Committee Reports

- **Finance**
 - Current Finance Report – James Keena
 - Status: Audit of Division “Books” – Kevin Spady
 - Division Banking Updates – Vic Cavalli
 - Review and Approval of 2022 Budget – Vic Cavalli
 - Annual Update of Non-Financial Assets Document – Bob DeMoss / James Keena
- **Communications Team**
 - 2nd Quarter 2022 *LA Coupler* Submissions Due Date is May 1st – Nick Lisica
 - Material Submitted by John Watts – Vic Cavalli
- **Members Services Team**
 - Status: Division Sponsored Home/Club Layout Open Houses – Vic Cavalli
 - Status: Monthly Sand House Chat Zoom Sessions – Vic Cavalli

New Business

- Candidate(s) for Division Contest/Achievement Chair – Vic Cavalli
- Open Forum – All

Old Business (updates provided as available)

- Up-Coming L.A. Division Sponsored/Attended Shows
 - Joint Cajon/L.A. Divisions Spring Meet – April 30th
- Status: “Lost” L.A. Division Members’ Exit Survey – Kevin Spady
- Develop Active Division Members’ Satisfaction Survey – Vic Cavalli
- **On Hold:** Revise Division’s By-Laws to reflect PSR’s 501(c)(3) status – Vic Cavalli
- **On Hold:** Development of New Member’s Welcome Packet

Next Advisory Board Meeting Date: May 12, 2022 at 8:00 pm via Zoom App

Adjournment – Vic Cavalli

Spreadsheet: Los Angeles Division 2022 Budget

As of: Proposal of 27 March 2022

	2022 Proposed		2022 Actual		
	Income	Expenses	Income		Expenses
			Monetary	Donation	
Administration and Committees					
L.A. Division Superintendent		20.00			
L.A. Division Director		20.00			
L.A. Division Chief Clerk		20.00			
L.A. Division Paymaster					
NMRA Membership Stipend	390.00				
Bank Accounts / PayPal Fees		75.00			
NMRA Membership Dues Collected	pass thru	pass thru			
Miscellaneous		20.00			
Communications Team					
L.A. Coupler Newsletter					
Printing / Coping / Paper		100.00			
Mailing Envelops / Postage		25.00			
Division Website					
Domain Name Registration		15.00			
Virtual Media Committee					
Annual Zoom License		150.00			
Members' Services Team					
Recruitment / Retention Committee					
Hobby Shop Flyers		25.00			
Members' Aid /Benefits		25.00			
Contest / Achievement Committee		0.00			
Nomination / Election Committee		0.00			
Historian		0.00			
Sub Total	\$ 390.00	\$ 495.00	\$ -	\$ -	\$ -
Events					
Annual Membership Meeting					
Door Prize - Gift Certificate		25.00			
L.A. Area Prototype Modelers' Meet					
Event Insurance Coverage		50.00			
Raffle Door Prize - 1 RailPass		19.95			
2021 Annual Regional Convention - Cajon					
Swap Meet / General Store	250.00				
Volunteer Assistance	300.00				
FallRail 2021	tbd	tbd			
Modular Layout Meet (Fright/Frosty Freight)					
Event Flyers		20.00			
Donuts and Coffee vs Donations Received	50.00	100.00			
Non-NMRA Shows Attended		0.00			
Sponsored Layout Open Houses					
Subsidized RailPass Memberships (est. 15)		150.00			
Food and/or Drink vs Donations Received	50.00	200.00			
Sub Total	\$ 650.00	\$ 564.95	\$ -	\$ -	\$ -
Grand Total	\$ 1,040.00	\$ 1,059.95	\$ -	\$ -	\$ -
Net Gain/Loss		\$ (19.95)			\$ -

Los Angeles Division PSR NMRA

Distribution of Division Supplies

James Keena

1. Advisory Board Minutes (Chief Clerk)
2. 1 Aluminum & 3 Homemade Wood Easel Stands (Contest Chair)
3. Plastic Jug for Popular Vote Contest (Contest Chair)
4. Two (2) Time Saver Layouts (Contest Chair)
5. Box of Time Saver Locomotives & Cars (Contest Chair)
6. LA Division Contest File Case & Contest Binder (Contest Chair)
7. L.A. Division Award Ribbons (Contest Chair)
8. PSR Contest Supplies, Award Plaques & Ribbons (Mike Allee, PSR Contest Chair)
9. File Case of PSR Contest Forms (Mike Allee, PSR Contest Chair)
10. Children's Wood Train Set Cars, Track & Play Carpet (Events Chair)
11. Children's Coloring Sheets & Crayons (Events Chair)
12. Two (2) Coffee Pots, Coffee, Cups, Sugar, Sweetener & Creamer (Events Chair)
13. White Plastic Table Clothes for Event (Events Chair)
14. Gaffers Tape (Events Chair)
15. Box of Railroad Magazines for Events (Events Chair)

Vic Cavalli

1. Membership Information

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. Gaffers Tape

Kevin Spady

1. Los Angeles Division Facebook Page
2. Los Angeles Division Zoom License
3. PSR Dispatch
4. Los Angeles Division Website
5. Historical Financial Records
6. Current Financial Records
7. Los Angeles Division Checkbook & Registers
8. Various Types of Raffle Tickets
9. 4 Cash Box Drawers
10. Donation Jar
11. 2 Boxes of Locomotives and Cars for Raffles and Hobo Auctions
12. Plastic tub holding Hobo Auction Tickets & cups ticket holders.
13. 2016 Los Angeles Junction Convention Records
14. Historical Financial Records

Los Angeles Division PSR NMRA

Distribution of Division Supplies

Pat Raymer

1. PA System w/stand & Mike Stand

Nick Lisica

1. Los Angeles Division Coupler

Bob DeMoss

1. NMRA Portable 10' x 3' Los Angeles Division Banner Display
2. View Sonic Model VS17687 Projector
3. Elite Screens 80" x 80" Large projection screen
4. 16" x 20" x 30" high Projector Table with folding legs
5. NMRA Magazine for Handout at Train Shows
6. Blue Table Cloths for Events
7. LA Division Laptop
8. 15 Boxes of Cars, buildings, books, scenery items, 2 ladies bowls, plastic jars for donations or pulling tickets for Raffles and Hobo Auctions, plus some additional items not fitting in banker boxes – turning painting board, western snowman picture and flat box with 7 Amtrak cars.
9. Plastic tub (banker box size #19) holding Bingo games set and markers
10. Small box with magazines, 3 small brochure holders, box of Sharpie markers, 1 PSR Region shirt – to be given to membership
11. 1 Power Point Projector
12. 1 Aluminum Easel
13. 2 Collapsible Easels
14. 5 HO Tichy Flat Cars, 2 Super Detail Kits

Mike Allee PSR Contest Chair

Carl Hemberger PSR AP Chair

1. Small box of Golden Spikes