



## LOS ANGELES DIVISION BUSINESS MEETING

Meeting held On-Line via Zoom Application

Date: February 10, 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>		<u>Member Aide</u>	Mike O'Brien
<u>Membership Recruitment</u>		<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
<u>PSR President</u>	Pat Raymer		

### APPROVAL OF MINUTES

The meeting minutes of January 13, 2022 were approved unanimously.

### FINANCIAL

#### Financial Report

The Division currently has the following funds available:

Checking	\$11,291.57
Savings	\$5,103.61
Total	\$16,295.18

#### Status of 2021 PSR Convention General Store Consignments Payment

Received the Cajon Division reimbursement in the amount of \$250.00 to the LA Division for the 2020 Convention items that were sold at the 2021 Convention. James Keena also reported that he received his clinician fees for the supplies utilized in the clinics that he presented at the PSR 2021 Convention.

Still waiting for the Cajon Division to issue the revenue disbursement for Los Angeles Division members that assisted in putting on the 2021 PSR Convention.

#### 2022 Budget

Vic Cavalli stated that he has not yet had the time to prepared the budget for 2022 due to be busy with other responsibilities.

## **Audit of Division Books**

Vic Cavalli and Kevin Spady will perform an audit of the financial records when they are transferred over to Kevin Spady by James Keena. Kevin Spady will provide a list of dates when he is available to go to Union Bank with Vic Cavalli, James Keena, and Pat Raymer to sign new signature cards for the LA Division accounts and change the mailing address for statements. Vic Cavalli stated that this should be scheduled to be done not later than April, 2022.

James Keena mentioned that there still are some outstanding 2020 convention refund checks that have not been cashed, which will need to be canceled out in order to balance the check book with the bank statements. Also new LA Division checks would need to be order with the new mailing address.

## **Annual Update of Non-Financial Assets**

James Keena provided the current distribution list of LA Division owned items, which included that Pat Raymer still has the PA system and microphone stand. Still awaiting update from Bob DeMoss on how many boxes of items he still has in storage at his home. James Keena will contact Bob DeMoss to obtain a status update.

The various items that James Keena currently has stored will need to be distributed prior to his moving to the newly elected and/or appointed officers of the LA Division, which are:

Vic Cavalli, LA Division Director/Superintendent  
Nick Lisica, LA Division Chief Clerk (Secretary)  
Kevin Spady, LA Division Paymaster (Treasurer)

James Keena mentioned that a new LA Division Contest Chair and Achievement Chair still needs to be appointed by the Advisory Board who would take responsibility of LA Division awards and ribbons. PSR Contest awards, ribbons and forms are to be turned over to Mike Allee, who has been appointed as the new PSR Contest Chair.

## **COMMUNICATION**

### **LA Division Coupler**

Nick Lisica was congratulated on the great look of the current LA Coupler issue. Nick Lisica stated that the current edition will be published on February 12<sup>th</sup> and any additional items or notices to be included should be to him within the next couple of days.

Pat Raymer stated that a brief note should be included letting members know that NMRA Magazine will switch over to digital format beginning in April. The digital format of the Magazine will be included as part the NMRA membership dues, but there would be an additional cost if persons still wanted to receive printed copies of the NMRA Magazine.

### **Sand House Chat Zoom Session Report**

The next Sand House Chat is scheduled for Thursday, March 3, 2022 at 7:00 P.M. Kevin Spady corrected the Zoom software setup to allow participants to share screens or record the sessions.

### **Website and Facebook**

Kevin Spady reported Google Analytics is not currently working on the LA Division website and he has a meeting scheduled with Dan Moran next Wednesday to try and rectify the issue.

## **Hobby Shop Flyers and Business Cards**

Nick Lisica reported that the LA Division flyer and business card holders are still displayed in local hobby shops. He will plan to again visit the hobby shop to update the flyer and refill the business cards.

## **MEMBER SERVICES**

### **LA Division Sponsored Home and Club Layout Tours**

Vic Cavalli suggested that the LA Division resume every other month layout tours of home or club layouts. He will contact Rob Caves to schedule the 1<sup>st</sup> tour of his layout. Local model railroad clubs in the greater Los Angeles and Ventura area would also be visited. These would be a no cost events for the public to attend. LA Division would provide coffee and donuts at the tour events.

In addition, that LA Division would provide NMRA Rail Passes at a discount rate of \$10.00 to encourage new persons to join. The LA Division would subsidize the balance of the Rail Pass costs. A raffle would be also held at each event to award a gift certificate to one of the local area hobby shops.

## **NEW BUSINESS**

### **Annual Division General Membership Meeting**

The Annual Division General Membership Meeting has been moved to March 10<sup>th</sup> so that it could be advertised in the upcoming edition of the LA Coupler. Mail Chimp notices will also be sent out to remind members to attend the Zoom Meeting. The Advisory Board agreed to begin the meeting earlier at 7:00 P.M.

Kevin Spady will present a short online clinic regarding landscaping model railroads as part of the meeting. A Gift Certificate to a local hobby shop will again be awarded via random drawing to one of the LA Division members that signs into the General Membership Zoom Meeting.

### **LA Division Member's Satisfaction Survey**

Vic Cavalli stated that he is still working on the member satisfaction survey.

## **OLD BUSINESS**

### **Up-Coming 2022 Division Sponsored Events and Shows**

Vic Cavalli reported that he is in communications with Joel Morse of the Cajon Division regarding conducting a joint LA/Cajon Division Spring Meet on April 30, 2022 in Buena Park. The Cajon Division is taking the lead on this event and the LA Division will assist in putting on the event.

### **Non-Renewing Members Exit Survey**

Vic Cavalli reported that draft retention survey provided to Kevin Spady to prepare a Mail Chimp formatted survey to be sent out to the approximately 42 members that have not renewed their membership over the past 3-years.

### **Policy for Accepting Advertising within the Division**

Nick Lisica has prepared a policy statement on accepting advertising. He has included this policy in the next edition of the LA Coupler.

### **Revision to LA Division Bylaws**

Vic Cavalli reported that the revision to the LA Division Bylaws to reflect the PSR's 501(c)(3) nonprofit status is on hold.

### **New Member Welcome Packet**

Mike O'Brien reported that he prepared a welcome letter for new members. Vic Cavalli requested that the letter be provide to him again for review. The thought is that this could be revised into an email welcome letter notification, which would be able to include hotlinks to the LA Division, PSR and NMRA websites, Facebook page and Division leadership email contacts.

### **2024 National Convention**

Pat Raymer reported that the 2024 PSR Convention Committee has been meeting with several hotels in Long Beach as well as in Pasadena. The selection of the Convention site would be made by the NMRA at their mid-year National Board Meeting to be held on February 12, 2022.

### **Next Meeting**

The General Membership Meeting to be held on Thursday, March 10, 2022 at 7:00 P.M. via "Zoom Application."

Next Advisory Board meeting will be on Thursday, April 14, 2022 at 8:00 P.M. Join meeting code: 839 6317 119 Passcode: 248175.

### **Motion to Adjourn**

Meeting Adjourned at 9:09 P.M.

Respectfully Submitted by

James L. Keena  
LA Division, PSR, NMRA  
Chief Clerk Paymaster