



L.A. Division Advisory Board Minutes

October 12, 2023 7:00 pm (via Zoom)

Call to Order – Jeff Smith - 7:00pm

Roll Call / Quorum – Nick Lisica

Vic Cavalli, Director	Kevin Spady, Paymaster, LA Div Webmaster
Jeff Smith, Superintendent	Pat Raymer, PSR President
Nick Lisica, Chief Clerk	Chuck Fisher
John McGreevy, Membership Committee Chair	Gary Butts, MMR, PSR Vice President, Temporary Achievement Chair

LA Division Officers in **Bold**

Agenda/Minutes

Introduction from Jeff Smith, new Superintendent of the LA Division, NMRA

- **Need to perform a financial audit due to election a new Superintendent.**
An independent person and Kevin Spady will review the last few years of finances, and report back to Jeff.
- **Need to update Checking Account access list due to a new Superintendent.**
Kevin Spady and Jeff Smith will go to the bank in person to update the account access.
Tentative the morning of 10/26
- **Re-confirmation of current Board appointments.**
The following roles are elected by the Division per by-laws: Superintendent, Director, Paymaster, Chief Clerk. If vacant, the Superintendent may appoint the positions. All others are volunteers.
Current committee volunteers -
 - John McGreevy – Elections Committee Chair (LA Division, and PSR Region), and Membership Committee Chair (LA Division)
 - Nick Lisica – *LA Coupler* editor
 - Gary Butts, MMR – Temporary Achievement Program Chair (LA Division), until position is filled by an LA Division member
 - Kevin Spady – Webmaster
- **Division elections will be held 1 Quarter 2024. Call for Candidates need to be issued prior to year's end.**
Call for Candidates to be included in next issue of *LA Coupler* (target first part of November, 2024)
LA Division elections (Feb/March) are 6 months out of sync with the PSR Elections (Aug/Sept), should this be changed? The new Division bylaws do not specify when the elections are to be held. Division Directors are installed during the PSR Convention BOD meeting.
It was decided to leave the schedule as is for the time being (January 14 – 28, 2024).
Superintendent, Paymaster (treasurer), Chief Clerk (secretary) are up for election.
- **If you want to work from a budget, this is a good time to start putting it together/review cost incurred this year thus far.**
Jeff will review this off-line. Vic will send over the previous budget.

- **Discussion/initial planning for annual General Membership Meeting in first quarter of 2024.**
Targeted for March (3/09 or 3/16)
Jeff will research possible venues. Typical turnout is 20-30 people
Dinner is offered at a reduced rate (\$25), and offset by the Division
- **Need to upgrade our Division's website hosting software.**
Marshall Wales has indicated that we currently use Joomla ver. 3, which is no longer supported. We should upgrade to version 4, Marshall will assist with the transition/providing additional information. Kevin will follow up with Marshall to coordinate.
- **General review of Division's website – what needs to be updated?**
The group has been asked to review the website and provide Kevin with any necessary changes.
- **4th Quarter issue of the *LA Coupler* is scheduled to go out mid-November. Submissions need to be sent to Editor by November 1st.**
- **With recently approved/revised Division By-Laws, Region is now pushing for each Division to generate their own version of a Manual of Operations. Our Division's Director has a copy of San Diego's which we could use as a starting point.**
The goal is to provide the details missing from the bylaws. Example: The bylaws state that the Division needs to hold an election. The Manual of Operations will explain how/when/etc. The Manual of Operations can be changed by the Board of Directors. The bylaws need to be approved by the general Membership.
- **Should we hold an additional Home/Club Layout Open Houses this year? November is National Model Railroading Month.**
Is there time to do this? Need to coordinate with the Cajon Division to avoid double booking. A number of LA members attend the Cajon Division meets. The Division needs a dedicated person to organize visits among clubs and home layouts.
Jeff will reach out to Joel Morse to discuss possibly alternating visits between the Divisions. Operating nights at a layout are another option, and a way to use one layout for two events.
- **Membership**
John McGreevy has been asked to contact the list of names of members who haven't re-upped, ask them why they left, and provide that info to Jeff Smith.

Next Advisory Board Meeting Date: November 15, 7:00pm via Zoom

Adjournment – 8:12pm