

PACIFIC COAST REGION
Of the National Model Railroad Association

BOARD OF DIRECTORS
Saturday, October 24, 2009 – Regular Meeting
John Ascuaga's Nugget Hotel, Sparks, Nevada

MINUTES

The meeting was called to order at 1:00 PM by President Ron Plies

A. Quorum Verification.

The following voting members of the Board were in attendance;
President Ron Plies, Vice President Pat La Torres, Redwood Empire Division Director Carol Alexander, Daylight Division Director John Houlihan, Sierra Division Director Mary Moore-Campagna, Coast Division Director Rod Smith. Others present were Membership Chair Doug Wagner, Sierra Div. Superintendent Jim Long, Daylight Div. Superintendent Dave Grenier, Coast Div. Chief Clerk Darrell Dennis, Silver Rails 2010 Convention Chairman Ray Ritch.

B. Adoption of the Agenda.

MOTION: It was moved by Vice President La Torres and seconded ...
THAT the agenda be adopted
MOTION WAS ADOPTED on a voice vote.

C. Written Communications.

A copy of The Western Railroader magazine was submitted which contains a tribute to deceased Secretary Rich Kolm.

D. Members Comments. None

E. Approval of the Minutes.

MOTION: It was moved by Director Alexander and seconded ...
THAT the minutes of the Board of Directors meeting on April 15, 2009 be approved.
MOTION WAS ADOPTED on a voice vote

F. Officers Reports:

1. **President Plies** stated he has few worries and thanked the Board for their work
2. **Vice President La Torres** submitted a written report. He also mentioned an event done by another region where a model railroad was built during a train show and given or raffled off to an attendee or worthy institution. Divisions interested in doing this would need to submit proposals to the Board for review and approval.
3. **Treasurer Altbaum** submitted a written report. See also Item K-1
4. **Secretary Crawford** had no report.

G. Directors Reports:

1. **Daylight Division Director Houlihan** submitted a written report
2. **Coast Division Director Smith** submitted a written report

3. Sierra Division Director Moore-Campagna submitted a written report at the meeting and encouraged attendance/participation at the International Railfair in Roseville. She spoke about the success of the kit bashing contest held by Sierra Div.

4. RED Director Alexander submitted a written report. She also mentioned the CD calendars being sold as a fundraiser for the RED. Further commented on the reasons RED had to cancel participation in a Train Show in Santa Rosa due to changes made by the producer of the show.

5. Hawaiian Division Director Eric Minton submitted a written report. He was unable to attend this Board meeting.

H. Department Reports:

1. Administration Department.

Storekeeper Steve Skold submitted a written report

2. Membership Department. No report. See Item J-3

3. Publications Department.

Publications Chair Gus Campagna was delayed due to another meeting and was unable to attend. No report was received.

4. Convention Department.

Convention Department Chair Dennis Stokely was unable to attend

2009 Fremont "Rails Across the Bay" Chair Tom Crawford submitted an extensive final report for the convention. It was noted no final accounting of profit/loss was available yet.

2010 Silver Rails Chair Ray Ritch reported convention plans are proceeding on schedule. Trips are planned to Portola's WP museum and Carson City's V&T museum as well as a Saturday barbecue and trip on the newly opened V&T line from Carson City to Virginia City. There will be a full range of activities at the convention. The Board of Directors meeting will be on Wednesday, April 28 at 1 PM. Due to the Saturday activities, contest judging will be held on Friday evening.

2011 – RED Director Alexander submitted a written report from the Convention Chair, Steve Skold noting the convention will be held May 13-15, 2011 in Santa Rosa. Planning is well along. The mid year Board of Directors meeting will be held October 23, 2010 at the venue of the Finley Center where some convention activities will be located.

2012 – Sierra Division Superintendent Jim Long reported he has been in touch with Pacific Northwest Region President Jack Hamilton, who is enthusiastic about the idea. Planning is proceeding with an anticipated venue in the Ashland Oregon area.

Coast Division Director Smith suggested consideration be given to changing the traditional mid year Board of Directors meeting from the next convention venue to a more centralized PCR location, perhaps in the Sacramento area. The Officers seemed warm to this idea.

5. Contest Department – No report See item I-4

6. Achievement Department – No Report. RED Director Alexander noted Harold Mentzer has decided he must relinquish the chairmanship of RED Achievement Chair for health reasons. Giuseppe Aymar has agreed to take on the position. President Plies stated he would send a letter of thanks to Harold Mentzer for his long and faithful service to the PCR.

7. Non-Rail Activities Department Chair Mary Moore-Campagna noted the department is adequately staffed with active participants for the first time in years.

I. Unfinished Business:

1. NMRA 2011 Convention in Sacramento

Convention Chair Ray deBlieck was not in attendance and there was no written report submitted. Vice President La Torres, who is on the committee, reported convention planning is proceeding well and encouraged everyone to register NOW. The convention hotel will be the Sheraton Grand. There was a brief discussion of differences of past NMRA convention models as compared with the 2011 plans.

2. Audit of Financial Accounts – Audit Chair Stokely was unable to attend this meeting. The Board decided to continue this item to the next meeting.

3. Written Agreement with 21st Century Limited Inc. – No report was submitted. There has been no apparent progress on this agreement and President Plies stated he will contact the organization on behalf of the PCR Directors.

4. Contest Guideline Changes – A written proposal to change the Contest Guidelines was submitted. These changes modify Section IV, Section V, Section VIII, delete Section IX and add a new Section IX. Non-Rail Activities Department Chair Mary Moore-Campagna submitted a written report including guidelines of categories, Awards to be presented and judging criteria. She also submitted an Arts and Crafts entry form dated October 23, 2009 and a Judges score sheet (PCR Contest Form 906) dated September 23, 2009.

MOTION: It was moved by Vice President La Torres and seconded...

THAT the proposed changes and modifications to the contest guidelines as delineated in the document submitted to the 2009 Mid Year Board Meeting be made to the “Pacific Coast Region National Model Railroad Association Contest Directory” and these changes will be effective with the 2010 PCR Convention contest events, as amended by Director Moore-Campagna, concerning the Arts and Crafts section of the contest guidelines.

MOTION WAS ADOPTED on a voice vote.

J. New Business:

1. Manual of Operations Revisions. – **Committee Chair Dave Connery** submitted written copies of the proposed changes to Section 10 – PCR Awards and Section 6-C Membership.

MOTION: It was moved by Director Houlihan and seconded...

THAT the submitted changes be adopted.

MOTION WAS ADOPTED on a voice vote.

2. Tug of War Contest – **Sierra Superintendent Jim Long**, who has been the custodian of the long unused tug of war contest apparatus, proposed we dispose of this surplus item.

MOTION: It was moved by Director Alexander and seconded...

THAT Jim Long be authorized to dispose of the Tug of War apparatus

MOTION WAS ADOPTED on a voice vote

3. Brochure - Membership Chair Doug Wagner circulated a draft for a brochure titled “An Introduction To The Pacific Coast Region and the National Model Railroad Association”. He

discussed the origins and intent for the brochure, as well as estimates he has obtained for the costs to print it. (+/- \$820 for color, +/- \$123 for b&w on glossy paper and +/- \$110 for b&w on plain paper). It is not yet ready for printing. The intent is to aid in attracting new members at train shows and other venues.

He further noted he has been forwarding membership information received from NMRA headquarters on a regular basis to membership chairs in each division.

Vice President La Torres suggested we should consider a “please come back” letter from the PCR Secretary to members who have let their membership lapse. He based this idea on the success achieved by the 2009 convention registrar to encourage attendance at that convention. He also passed out some CD’s of pictures to use at Train Shows if a computer is available.

4. Convention Car Display – Daylight Director Houlihan showed the assembly a display case (one of two) containing the collection of convention cars. He stated he had a PCR member with wood working skills, Dan Smith, construct two cases to hold these cars. He requested the Board agree to reimburse him for the material costs he incurred having the cases built in the amount of \$221.24. Discussion ensued about the PCR taking possession of the cars and two cases and the philosophy of “the PCR not owning anything”. It was mentioned the display could be used as a recruitment tool.

MOTION: It was moved by Vice President La Torres and seconded...

THAT PCR accept the collection of convention cars and authorize reimbursement of the expense to construct cases for display of same.

MOTION WAS ADOPTED on a voice vote

5. VGA cords for the LCD Projectors – Coast Director Smith requested on behalf of clinicians an extension cord be acquired for each of the PCR LCD projectors so clinicians can locate their computer more than 3 or 4 feet from the projector. This proposal was promulgated by Coast Division Superintendent Mark Schutzer, a very active clinician at Division and PCR conventions. Discussion ensued by several Directors noting such cords are not required in most situations. It was stated the slides are contained in the LCD projector and a simple remote control with no cord is a better solution. Jim Long demonstrated a remote he had for the projector in the room. However, the Board felt a single cord, to be in the possession of the Coast Division might be satisfactory.

MOTION: It was moved by Director Smith and seconded...

THAT the PCR Board authorize the purchase of one VGA extension cable by Coast Superintendent Mark Schutzer in a length of 25 feet and at a maximum cost of \$25

MOTION WAS APPROVED on a voice vote with one opposed.

6. Daylight Division By-Laws – Daylight Director Houlihan asked about approvals needed for the Daylight Division to revise their by-laws. The Board discussed this matter and determined Divisions are not regulated by the State and may adopt by-laws however they choose to do so. It was noted both Coast and Sierra divisions have revised their by-laws within the last 10 years.

K. Budget:

1. Budget for FY 2010 – Treasurer Altbaum submitted, as part of his financial report a proposed budget for fiscal year 2010. Discussion ensued and

MOTION: It was moved by Sierra Director Moore-Campagna and seconded...

THAT the proposed budget be approved as submitted

MOTION WAS APPROVED on a voice vote

L. Announcements:

1. Next Board of Directors Meeting – It was decided the next Board of Directors meeting will be held at 1 PM on Wednesday, April 28, 2010 at the Nugget Hotel in Sparks, Nevada.

M. Adjournment: The meeting was adjourned at 3:25 PM on a motion by Vice President La Torres.

Respectfully Submitted

Rod Smith

Rod Smith, Acting PCR Secretary

ATTACHMENT A

Minutes, Board of Directors Meeting October 24, 2009

WRITTEN DOCUMENTS SUBMITTED TO THE BOARD

Listed by Agenda Item

- E. Minutes of the Board of Directors Meeting, April 15, 2009*
- F1. Copy of Tribute to Rich Kolm – Western Railroader #689
- F2. Vice Presidents Report, Pat La Torres*
- F3. Treasurers Report, Larry Altbaum* (includes Proposed Budget)
- G1. Daylight Division Directors Report, John Houlihan*
- G2. Coast Division Directors Report, Rod Smith*
- G3. Sierra Division Directors Report, Mary Moore-Campagna
- G4. Redwood Empire Directors Report, Carol Alexander*
- G5. Hawaiian Division Directors Report, Eric Minton*
- H1. Storekeepers Report, Steve Skold*
- H4. (a) 2009 Convention Report, Tom Crawford*
- H4. (b) 2011 Convention Report, Steve Skold
- I4. Contest Motion, 2009 Mid-Year Meeting, *
- I4. Amendments to the Contest Motion, Mary Moore-Campagna
- J1. PCR By-Laws and Manual of operations Committee proposals, Dave Connery*
- J2. Tug of War Contest proposal, Jim Long*
- J3. Copy of draft proposal for a brochure, Doug Wagner

* Distributed prior to the Board meeting

VICE PRESIDENT'S REPORT
OCTOBER 24, 2009, MID-YEAR BOARD MEETING

- 1) Bill Kaufman, working with Bob Ferguson has started a new "Regions and Divisions" Yahoo group. The purpose of this group is to provide a forum for the officers and "Movers and Shakers" of the various NMRA regions and divisions to discuss the state within the NMRA at the local level and help develop ideas and processes that may help the growth of the organization at this level. One of the first actions to come from the formation of this group has been the beginning of a guideline/handbook to help local officers in learning what it is that they're trying to do and then how to do it more effectively. This handbook was originally started by NMRA Director Tony Koester, but he has passed it on to Bill Kaufman to edit and coordinate, with input from the local level officers. The book is moving forward and has already had much information passed on to Bill, which has been posted to the files section of the list for short term review by list members. I'm glad to say that there is a very high level of active participation by members of the PCR and our various divisions. I believe that most of the region's BoD has subscribed to the list, even if they're just lurking in the background. This list has also been an education to many of us, seeing the differences in the relationships between other regions and their divisions.

- 2) I'm glad to say that progress has finally been made in updating the region's contest rules and guidelines, to better reflect the current state of the hobby. Is it perfect? Probably not. But then again, by its very nature this is – and should be – a living and changeable document. What we have done is to propose the official deletion of those areas which have for whatever reasons become unneeded. These would include the "Tug of War" locomotive performance contest and the slide category of the photo contest (which has averaged one entrant or less over the past five conventions). We have also officially added the Crafts categories, to reflect those shown in the NMRA National contest rules. The only major departure from the national program is to make ours a judged category as opposed to only popular vote. Along these same lines, we have officially added the Popular Vote awards in the regional contests. Up to this time this has only been as the local sponsoring committees have decided to support them. If the motion being presented at this meeting passes, the popular vote awards will earn an award plaque the same as the other contest categories. This is something which Ron and I have been working at for some time, that has already been shown to increase participation in the contest room activities.

- 3) On the membership front, Doug Wagner has been moving forward on updating our membership acquisition and retention programs. While I'll leave the specific comments to him, this is another case where the Regions and Divisions group has opened doors by providing access to ideas from all around the NMRA.

- 4) As a big step forward, we have pretty much adjusted all of the Division Meets so that there are no date conflicts. Yes, there was one conflict this past quarter, but this was due to an unavoidable last minute change of meeting site, which was beyond the control of the host division. A VERY big thank you to all of the Divisions Boards who made this work.

That pretty much covers what I have to add to this meeting regarding activities of the past six months.

Respectfully submitted,
Pat LaTorres, V.P., PCR/NMRA

PACIFIC COAST REGION
of the
NATIONAL MODEL RAILROAD ASSOCIATION

Treasurer's Report

October 8, 2009

The finances of the Region continue to be somewhat stable. BranchLine subscription revenue has increased over the 2008 six month period and further reductions in interest rates are having a real effect. PCR has realized an operating deficit for the first six months exceeding \$850, \$300 greater than the same period last year. I expect this situation to continue into next year, as reflected in the \$2180 projected operating deficit. This results from increased BranchLine costs (both printing and postage) and reduced revenue from interest on capital assets. That said, in spite of my firm conviction that operating costs should be covered each year by current year income, I believe we can weather an additional period of this until the interest market improves. (Note that the best rate I could obtain when the Life Savings account came due a couple of months ago was about 2 percent, a substantial drop from the 3.45 percent we had previously earned. And this required a two year CD.)

As you well know, and as shown on the attached balance sheet, PCR has significant assets in convention funds. While drawing down these funds to cover operating expenses is, I believe, not in the best interests of the Region, financing one-time projects or purchases that provide a return to the members or enhance the hobby as a whole, does make sense. That said, aside from the purchase of digital projectors for each Division and the funding of TimeSavers, there have been few proposals regarding the use of these assets.

As I wrote to you a year ago, another possible avenue of expense, and a return to the membership, could be to use some of the \$46,000 in convention funds to underwrite convention costs, thereby reducing registration fees or providing added activities and benefits to the convention attendees. It's important to retain sufficient reserves to cover any losses a future convention may incur, but using an appropriate amount of the funds would seem reasonable. The benefit of this approach is that while returning assets to the membership, it does not represent a mortgage on the future, as the practice should be approved each year and can be discontinued at any time. The downside, at least at this time, is that it will reduce our capital for generating revenue from CD investments.

I will not be at the Board meeting on October 24, as my wife and I will be on the East coast. Should you have questions, please call me on my cell phone at 510-912-1076.

Respectfully Submitted,

Larry Altbaum

Larry Altbaum
Treasurer

Pacific Coast Region - NMRA

Budget

	Adopted 2009 Bud.	Actual 2009 6 Mths.	Projected	Projected Variance	Request 2010	Proposed 2010
Operating Income						
Life Interest	1008.00	482.52	750.00	(258.00)		650.00
BL Subscriptions	3450.00	1657.50	3200.00	(250.00)		3100.00
From Nat'l	2400.00	1143.00	2250.00	(150.00)		2400.00
Other	800.00	0.00	800.00	0.00		800.00
Bank Interest	950.00	371.65	700.00	(250.00)		600.00
Total Income	8608.00	3654.67	7700.00	(908.00)		7550.00
Operating Expense						
Operations						
Member Services	50.00	0.00	50.00	0.00		50.00
Member Promo.	150.00	0.00	150.00	0.00		150.00
Achievement	150.00	0.00	125.00	(25.00)		150.00
Supplies	100.00	42.00	150.00	50.00		100.00
Bank Charges	10.00	0.00	10.00	0.00		10.00
Fees & Taxes	20.00	20.00	20.00	0.00		20.00
Accounting	0.00	0.00	0.00	0.00		0.00
Branchline						
Printing	5100.00	2578.63	5200.00	100.00		5300.00
Postage	2100.00	918.27	1850.00	(250.00)		2000.00
Supplies	100.00	0.00	100.00	0.00		100.00
Division Support	1200.00	562.50	1150.00	(50.00)		1200.00
Projects		0.00	0.00	0.00		
Web Page	240.00	119.70	250.00	10.00		250.00
Awards	300.00	270.00	300.00	0.00		300.00
Misc.	100.00	0.00	100.00	0.00		100.00
Total Expense	9620.00	4511.10	9455.00	(165.00)		9730.00
Operating Excess/Deficit	(1012.00)	(856.43)	(1755.00)	---		(2180.00)
Convention Income						
Conv. Exc.		2286.68	2286.68	2286.68		
Total Income	0.00	2286.68	2286.68	2286.68	0.00	
Convention Expense						
Total Expense	0.00	0.00		0.00		
Convention Exc/Def	0.00	2286.68	2286.68	2286.68		
<u>Total Excess/Deficit</u>	(1012.00)	1430.25	531.68	---		(2180.00)

Notes:

"Other" reflects projector rentals and estate and merchandise sales

BL printing and postage costs increasing

Interest decrease reflects decreased rates upon renewal of CDs

Sep 30, 2009

**Pacific Coast Region - NMRA
Income Statement**

	6 Months Ended Sep/09 =====	6 Months Ended Sep/08 =====	Variance Fav/<Unf> =====	% Var =====
Income				
PCR NMRA Rebate	\$1,143.00	\$1,220.00	(\$77.00)	-6.3%
PCR BL Subscriptions	1,657.50	1,296.00	361.50	27.9%
Convention Proceeds	2,286.68	1,519.25	767.43	50.5%
	-----	-----	-----	
TOTAL Income	5,087.18	4,035.25	1,051.93	26.1%
	-----	-----	-----	
Expenses				
Supplies - Operations	0.00	200.00	200.00	100.0%
Postage - Operations	42.00	0.00	(42.00)	
Postage - Branchline	918.27	1,184.00	265.73	22.4%
Printing - Branchline	2,578.63	2,243.11	(335.52)	-15.0%
Awards - President	270.00	0.00	(270.00)	
NMRA Division Rebates	562.50	600.50	38.00	6.3%
Taxes, Fees, Licenses	20.00	0.00	(20.00)	
Web Services	119.70	129.70	10.00	7.7%
	-----	-----	-----	
TOTAL Expenses	4,511.10	4,357.31	(153.79)	-3.5%
	-----	-----	-----	
OPERATING PROFIT	576.08	(322.06)	898.14	278.9%
	-----	-----	-----	
Other Income & Expenses				
Life Interest	482.52	696.50	(213.98)	-30.7%
Convention Interest	371.65	576.72	(205.07)	-35.6%
	-----	-----	-----	
TOTAL Other Income & Expenses	854.17	1,273.22	(419.05)	-32.9%
	-----	-----	-----	
PROFIT BEFORE TAXES	1,430.25	951.16	479.09	50.4%
	-----	-----	-----	
NET PROFIT	\$1,430.25	\$951.16	\$479.09	50.4%
	=====	=====	=====	

Sep 30, 2009

**Pacific Coast Region - NMRA
Balance Sheet**

	Sep/09 =====	Sep/08 =====	Inc/<Dec> ====Var====	% ==Var==
ASSETS				
Current Assets:				
Cash				
General Checking	\$7,523.40	\$8,551.07	(\$1,027.67)	-12.0%
Convention Checking	9,141.45	9,904.51	(763.06)	-7.7%
Life Savings	29,254.93	29,378.40	(123.47)	-0.4%
Convention Savings	37,000.00	37,000.00	0.00	0.0%
	-----	-----	-----	
TOTAL Cash	82,919.78	84,833.98	(1,914.20)	-2.3%
	-----	-----	-----	
Convention Adv. Recv.	2,000.00	2,000.00	0.00	0.0%
	-----	-----	-----	
TOTAL Current Assets	84,919.78	86,833.98	(1,914.20)	-2.2%
	-----	-----	-----	
TOTAL ASSETS	\$84,919.78	\$86,833.98	(\$1,914.20)	-2.2%
	=====	=====	=====	
LIABILITIES				
TOTAL LIABILITIES	\$0.00	\$0.00	\$0.00	
	-----	-----	-----	
CAPITAL				
Retained Earnings	83,489.53	85,882.82	(2,393.29)	-2.8%
Year-to-Date Earnings	1,430.25	951.16	479.09	50.4%
	-----	-----	-----	
TOTAL CAPITAL	84,919.78	86,833.98	(1,914.20)	-2.2%
	-----	-----	-----	
TOTAL LIABILITIES & CAPITAL	\$84,919.78	\$86,833.98	(\$1,914.20)	-2.2%
	=====	=====	=====	

Director's Report
Coast Division – PCR
October 24, 2009

The Coast Division continues to hold our regular quarterly meets. Attendance is strong and the auction is a very popular activity. Meets include at least two clinics and our roundtable discussion is well attended. Our meets also include a contest and “show and tell” which are usually well stocked with fine modeling and photography. We use a themed contest method and find some categories more popular than others.

Several of our Board of Operations folks have relocated or had to drop their support as a working body at the meets. We have been fortunate to be able to fill their shoes with some new board members giving us new blood on our Board of Operations. New ideas come as a result. The board is working smoothly together.

Layout tours have been held in the Division twice since our last meet. We also held some tours in conjunction with the Redwood Empire Division in the area north of San Francisco Bay. Participation was low but those taking advantage of the opportunity enjoyed seeing some fine layouts not normally available.

Recruitment continues at the local Train Shows in the Division. A table is staffed and the NMRA message is distributed to all who stop by. Donated magazines are also given to folks who may not be familiar with the hobby's possibilities and advantages.

From: Eric Minton [train@ericminton.biz]
Sent: Monday, October 05, 2009 1:20 PM
To: Tom Crawford
Subject: Re: Reports for PCR Board Meeting

Aloha

Last Friday it became clear I could not combine my travel and the PCR meeting. Time and Cost(mostly) are the reason.

So for a report.

We have 4 members now in communication on Oahu. Kenneth Ward, Roland W. Rasmussen, Chuck Stead, and myself.

This morning Rusty(Roland's nick name) volunteered to be Membership Chairman. Before he could change his mind I appointed him as such. I hope as Division Director I have that power.

Here is his full Address including E-mail

ROLAND W. RASMUSSEN

91-1065 Huluhulu St

Ewa Beach, HI 96706

bigtimeit@aol.com

I had decided to send my report saying I can't wake up the Hawaii group, but there is hope.

Wish I could be there in person

Mahalo

Eric

PCR Director's Report for the Redwood Empire Division

October 2009

Redwood Empire Division is continuing its program of four meets per year. Our most recent meet was in August for our annual picnic. While attendance was about the same as last year in numbers (about 20); this year included a new face or two and some older faces we hadn't seen for a while. Our next meet is scheduled for November 21, in Lakeport.

There was a train show in Santa Rosa, at the fairgrounds, in September. Originally, RED was asked to participate as a co-sponsor along with the organizer of the Fall Home Show. As time for the show grew closer, the organizer continued to diminish RED's role until finally we were told that if we wanted to participate, we would have to pay like everyone else and could have a 10' x 10' booth. We declined.

RED is selling desk calendars featuring photos of NWP steam engines as a fund raiser. Calendars are \$8.50 ea or two for \$15.

Carol N. Alexander

Director from Redwood Empire Division

October 12, 2009

Daylight Division report

The Division had its first auction, held at the San Luis Obispo meet in August. The contest attracted about a dozen photos, half dozen models and one modular layout. The business meeting brought up the need to up date the bylaws. The biggest stumbling block to up dating them is the two-thirds requirement for change written into the current bylaws. I have been requested to get clarification as the legal requirements for changing them.

I have new display cases for the convention car collection thanks to the cabinet making skills of Daniel Smith of the Coast Division. They will be at the board meeting for viewing.

John Houlihan

Daylight Division Director

\

October 15, 2009-- Storekeeper Report—Steve Skold

PCR table top display—Dave Connery

Media Projectors (4)—John Marshall,Gus Campagna,Jim Long,
Dave Grenier

Keith Heinshon Collection—Ray de Blieck

2000 NMRA Convention Store items—Dave Connery and Ray de
Blieck.

Photo Racks—Steve Skold

Model Contest lights - Bill Scott

Tug of war—Jim Long

Projector stands (2) One owned by RED and one by NWPRRHS
and are available for PCR meetings.

IBM Think Pad I

20GB Hard Drive, 512MB RAM

XP Home Ser Pack 1, Modem & CD Rom Drive

MS Office Pro (2002)

IBM Think Pad II

20GB Hard Drive, 128 MB Ram

XP Home Ser Pack 1, Modem and CDRom Drive

MS Office Pro (2002)



Rails Across the Bay
PCR Convention
Fremont -2009

Tom Crawford
Chairman/Registrar
4337 La Cosa Ave
Fremont, CA 94539
510-790-0371
Crawford.tom@sbcglobal.net

September 10, 2009

Ron Plies
PCR President
921 11th St
Fortuna, CA 95540

Pat LaTorres
PCR Vice President
2081 Horne St
San Leandro, CA 94578

Larry Altbaum
PCR Treasurer
40 Live Oak Ln
Danville, CA 94506

Dennis Stokely
PCR Convention Chairman
106 Minerva Way
San Ramon, CA 94583-5084

Gentlemen,

Attached is the final report of the PCR 2009 Convention.

Our convention exceeded expectations, and everyone was very pleased.

The main reasons for our success were an excellent venue with very reasonable prices and a very cooperative and accommodating staff and, a very strong committee, and the use of e-mail for publicity.

Although the entire document with all attachments is extensive, the basic document is very well organized, and set up so that one setting up a convention can use it as a reference document. Reading it cover to cover would indeed be tedious.

A check for \$2286.68 for PCR's share of the excess of revenue over expenses is being sent to the PCR Treasurer.

An equal check is also being provided to the Coast Division for their host division share of the excess.

Attachments:

- Final Report
- Final Income/Expense Statement
- Committee Roster
- Sample Punch List
- Sample Agenda
- Final Sales Summary Report
- Badge Ribbon List



Rails Across the Bay PCR Convention Fremont -2009 Final Report

Table Of Contents

Table Of Contents	1
Introduction	1
Convention Committee	1
Committee Meetings	2
Venue	3
Registration	4
Treasury/Budget	6
Publicity	6
Website	7
Layout Tours	8
Clinics	9
Prototype Tours	11
Non Rail Program	11
Convention Store	11
Contests	12
Switching Contest (Timesaver).....	13
Swap Meet/Silent Auction	14
SIGS	15
Banquet	16
Program	16
Door Prizes.....	17
Volunteer Coordination	17
Hobo Breakfast	18
PCR Annual Breakfast/Meeting	18
Attachments	18

Introduction

The PCR 2009 Convention, Rails Across the Bay, was hosted by the Coast Division, and went from Wednesday, April 15 through Sunday, April 19, 2009. It was held at the Fremont Marriott Hotel, at 46100 Landing Parkway, Fremont, CA 94538.

This report will describe the things that we did that worked and the things that should be done differently. It is broken down by function.

Convention Committee

Chuck Mitchell was the original Convention Chairman, and he, along with Dennis Stokely, the PCR Convention Chairman, put together beginnings of the committee together in the summer of 2007. By November of 2007, we had most of the committee together.

Chuck had to leave the committee in December 2008 for health reasons, and Tom Crawford took over as the chairman, and stayed on as the registrar. A copy of the convention committee roster is attached.

Things We Did Well

The Committee worked well as a team. It was important that most decisions were made by the team. There was almost no situation where autocratic decisions were made.

We brought in volunteers and then found them a place. For example, Karen Keifer wanted to help. So we brought her on board with no defined function. Very quickly we were able to put her in the new position of volunteer coordinator, and she served well. She became the Volunteer Queen Witch (VQW-her self proclaimed title.)

Since the committee had ownership, the members would step up to the place when something wasn't working right. The example that comes to mind is where the carpooling wasn't happening right for the first tour. Since this was the committee's idea, the people stepped up and made it work.

We had three major tools which we used to good effect:

1. We set up a Yahoo group for committee communication. This allowed us to not have to worry about making sure everyone was included in e-mails, since all members automatically got the e-mails. This also gave us a place to put all our files. We used it for calendaring meetings and sending out automated meeting notices. When setting up the Yahoo group, it is important to allow attachments. (Most Yahoo Groups don't allow attachments, but you can set it up to do that.)
2. We set up a punch-list which allowed us to manage by exception. See the section on Committee Meetings to see how we used it.
3. We had a timeline which allowed us to understand the sequence of events, and to see when things needed to be done to make sure we got everything done when we needed it done.

Electronic Letterhead was maintained on the Yahoo group files section. Some committee members had business cards.

We had fun. We created an "award" for our "Website God" and one for our "Volunteer Queen Witch." These awards were really just fun ways to recognize the names that evolved, and not to single out any specific members for special recognition above the rest of the committee.

Lessons Learned

There were situations where a committee member was unable to do his job for one reason or another. (The one that comes to mind is one where the person had a work situation that took precedence.) How to step in and do the job without stepping on that person's toes is very difficult because you don't want to hurt their feelings, but you need to get the job done right. In the example at hand, I did what needed to be done, and all worked out, but it is a touchy situation.

Committee Meetings

All committee meetings were held at one house (Tom Crawford's) because of the large meeting table and conference phone. This allowed outside callers to participate. Meetings were held monthly starting in January 2008, about 16 months before the convention.

Things We Did Well

Having a large table we could all sit around created a formality which made the meetings seem more professional and controlled, making it easy to take notes. Many had their computers on to refer to things. It worked very well. This could not have worked if we were all sitting around on sofas, etc.

We all tend to talk a lot, and meetings can ramble on as each person talks about his thing, usually grinding it into the dirt. It was important to control this. We did this by using two tools.

The first tool was to set a rigid meeting/minutes format and an associated punch list. This got started because we noticed when people would talk about the same things over and over again when their function came up on the agenda. Each function had all information broken down into 3 groups on the punch list. Those groups were:

Resolved Issues – Once an issue was resolved, it was verboten to talk about it unless a new issue came up. We really didn't need to hear the same status at every single meeting. This stopped that.

Unresolved Issues – These were items that we still needed to resolve, and they were on the meeting agenda.

Open Action Items – Often, after an issue was resolved, like how we were going to do something, there could still be tasks that needed to be done, like actually do the something.

These were open action items. They were also on the agenda.

The Punch list became rather long (11 pages) and the agenda, which basically was just the Unresolved Issues and Open Action Items from the punch list, got to be 6 pages long. This seems unwieldy at first blush, but in reality we were able to fly through it because as each item came up, the responsible person did not even have to say what the issue was, just what the status was, and then we would have any discussion, if needed, and move on. Meetings that had taken over 3 and sometimes 4 hours dropped to 2 hours.

The minutes were just the agenda with the changes and important points identified.

Samples of a punch list and agenda are attached.

The second tool was setting up one person as the resident bad guy. (We has a more colorful name). His job was to closely follow the agenda and make sure that people stayed on it. He had full permission to cut off conversation and move the agenda. Even though it seems like this would tick people off to be cut off, they soon realized how well it worked, and everyone went along. Indeed meetings sometimes went too long when he was too nice in allowing people to talk. He learned his job was not to be Mr. Nice Guy. Indeed, once people got comfortable with the logic, when he was too nice and let someone babble, someone else would tell him to do his job, or else they would do it for him.

Lessons Learned

We used a normal telephone based conference service. Although the service was free, calling it cost long distance minutes for all involved. For a 2+ hour meeting, this started costing serious money. We have since learned that we could use an internet based VOIP (Voice Over Internet Protocol) service like Skype, or Yahoo Messenger to have free conference calls when talking computer to computer. (If you talk to phones, it costs money.) I have since purchased a VOIP conference phone that works with my computer for future meetings.

Venue

The venue was the Fremont Marriot.

Things We Did Well

In the Bay Area, hotels can be expensive. \$150 per night is typical, and over \$200 per night is not unusual. We were able to find a venue that only charged us \$79 per night as part of our package deal. We were also able to negotiate a deal where if we met a room night commitment and a food purchase commitment, the meeting rooms were free.

This not only cut the convention cost way down, it also facilitated more people coming and staying at the hotel, even if they lived in the Bay Area.

The Fremont Marriot Staff was extremely helpful and was very quick to resolve the few issues that came up. I wrote a very nice letter afterward and met with the event coordinator and her boss to deliver the letter and to explain it, and to go over the rough spots, not as criticisms, but as things to learn. They were very receptive.

Lessons Learned

We had a miscommunication between us, the event coordinator, and the restaurant. We had tickets for breakfast, which we thought would give our people discounts for breakfast as a come on for the restaurant, and cost us nothing. The first morning the restaurant gave out free breakfasts for our tickets, until we caught it and stopped it. Fortunately, the hotel Management was extremely cooperative, and we did not have to pay for them. In retrospect the wording in the contract said we would be selling breakfast tickets, and we did not catch it. The Lesson – read the whole contract and if you see something that does look exactly right, question it.

One of the constraints of the venue was that we had registration upstairs in a meeting room. This meant that people coming in could not see immediately where to go. We didn't seem to have any problem it was just a concern.

Registration

We had 250 people sign-up and 239 after cancellations etc. Registration went flawlessly.

Things We Did Well

We used an ACCESS database which was originally created for the 2007 Suntan Special, and has been massaged and is now being used for the 2010 Silver Rails Convention. It has evolved into a sophisticated menu driven application that provides all the reports one could ever need.

We had both on-line and hard registration. For the on-line, we had a website which allowed people to sign up for the convention and purchase all merchandise and tours as needed. PayPal was used for on-line payments. This cost us 3% but was worth it.

When a registration was done, or a purchase made on-line, the system automatically sent e-mails to the registrar with the information, which was transferred to the database by the registrar. An invoice was then e-mailed to the registrant. This whole operation, assuming the registrar was sitting at his computer when the e-mail came in, took less than 5 minutes; sometimes as little as 2 minutes.

We had 8 registrants who did not have e-mail addresses, and we sent their invoices via US mail.

The database uses what we call a PCR Working List, which has the current information on all the PCR members and all the people who have attended a PCR convention since 2004. This data is updated after each convention and passed on to the next convention. Often the information is better and more complete than the information we get from NMRA. I did send the NMRA updates that I was aware of.

One of the fields in the working list, and also the registrants data, is the last PCR convention attended (since 2004) which we use to determine First Timers.

The name badges are two sided and the names are in a large font. This allows you to see the name even if the badge gets flipped over. Also the fold in the badge allows one to store tickets in the badge in between the two sides. This meant that all badges were custom cut using a paper cutter rather than using standard badge stock, but the extra hassle was worth it to the people.

One thing that was important was to make all tickets so they can fit in the name badge. All our tickets were standard $2\frac{1}{2} \times 3\frac{3}{4}$ badge size. We had one ticket for the Niles Canyon Train that we made bigger to look like a train ticket, but it didn't fit in the badge holders. Don't do that.

Each registrant got a 9 x 12 manila envelope with their name badge, their tickets, their invoice and their purchase receipt. The purchase receipt is generated by the database and shows all the things they purchased but have not yet received. They could turn in the purchase receipt at the company store to get whatever they bought ahead of time. Labels on the folders generated by the database identified the person.

I included the badge holders but not the lanyards in the registration envelopes. My thinking is that I could fold the badges and stuff them in the badges and then the envelopes as a bulk process ahead of time, rather than do that while each person was standing there with a line behind them. The most effective way to do this is open to debate. Not including the badge holder would make the packages thinner and easier to box up, but could cause more delays at check in.

We did indeed go through each person's packet with them to show them what they had, and to make sure their tickets matched their invoices, and to explain how to use the purchase receipt at the company store.

We applied badge ribbons to all badges for various functions, such as presenter, first timer, committee member, etc. We did this at the time of sign in. The ribbons were bought in conjunction with the 2010 convention to allow us to buy in bulk. A list of the ribbons is attached. We did not have a mechanism to identify who got what ribbons except for Life Members and First Timers. We used the honor system, even though Bill Kaufman ended up with his usually 10 or 20 ribbons even after I told the crew to give him none.

We had an internet connection for the registration laptop so that anyone who wanted to pay for something right there using PayPal could do so.

We had planned to start handling out packets at Noon on Wednesday, but when we were setting up, by 11 AM the line was growing, so we started handling out registration packets early, even though we weren't really set up with our signup sheets etc.

We had a sign-in sheet generated by the database that people signed to receive their packets. The sign-up sheet identified Life Members and First Timers so that the appropriate ribbons could be given out.

Also on the registration table were maps to area restaurants, and carpool sign-up sheets.

It would be beyond the scope of this report to describe the database and what it does in detail here, but there is a user's manual for it which is available.

Lessons Learned

We still need to automate the data transfer from the e-mails to the database. We don't know how to do that efficiently. The steps to download from the e-mail to a transfer file and then to the database take

more time than to manually start with the working list data for the person and just make corrections. It is relatively simple. Transferring PayPal info would be even more complicated.

The data we have doesn't identify if they are paid up NMRA members, just whether they are current PCR members or they went to a PCR convention. This is because we don't get update information for out of region people, so we don't differentiate.

Put in the first timer's packet a "Quick Start Guide for First Timers."

Treasury/Budget

Although some conventions had one person act as the Registrar and Treasurer, we felt it was very important to have a separate treasurer. That is because I make mistakes and a treasurer comparing what I send him from the database and what actually shows up in the bank is important. For the 2007 convention we had an error and the Treasurer was the one who was able to find the deposit date that was discrepant, thus allowing me to find the original error.

Things We Did Well

We had a checking account that the Chairman, Registrar, and Treasurer had access to (in the end the chairman was the registrar).

We only required one signature on checks. Both the Treasurer and the Chairman had checkbooks, although the Chairman only used his during and after the convention to pay for things on the fly. The Chairman maintained a spreadsheet showing each check he wrote and its purpose, and e-mailed that check periodically to the Treasurer.

We created a budget early on and were able to go back to that budget and make modifications which allowed us to easily track where we were.

The budget was extremely conservative, assuming only 150 registrants since the previous convention had only 150 and we thought we would do better in the Bay Area, but with the economy, we weren't sure. When we came in at 239, we were pleasantly surprised.

The convention had total income of \$26,713.75 and total expenses of \$22,140.39 with a surplus of \$4,573.36, which was split between PCR and Coast Division. A copy of the final income/expense statement is attached. Also attached is the final sales summary report.

Lessons Learned

No issues came to hand of note.

Publicity

For the most part, publicity was the traditional flyers at conventions, write-ups in the Branchline and various Division newsletters, and e-mails to the PCR-NMRA Yahoo Group.

Things We Did Well

We tried a new idea and sent out what we called "Blast E-mails." These were targeted e-mails. First we took the Working List (See the Registration Section for an explanation.) and identified people who had been to previous conventions. We exported these to an e-mail client (Outlook) and sent an e-mail to them reminding them of the fun they had and then giving a description of what we had on tap.

We then sent a blast e-mail to all of the people on the working list who had not attended any convention in our records. This e-mail was targeted at first timers and what they could expect, and their reduced fee.

A month later, we sent one out about the Niles Canyon Railway Tour. A month later we did one about the speeder rides.

Every blast e-mail generated another 25 or so sign-ups within a week.

We found that every internet service provider has a limit on the number of addressees that can go on one e-mail, so we had to group them using “distribution lists.” This added to the time needed to send out the e-mails, but once we got the hang of using and updating distribution lists, it was relatively painless.

For the 8 registrants who did not have e-mail addresses, we sent out one hardcopy letter about a month before the convention giving them an update on what was available, including merchandise and tours. We including a new registration form so they could sign up for these extra adds.

Lessons Learned

We found that tight short communications are superior to long winded ones. Bullets work better than lengthy prose. It focuses them on why they want to come.

We did not do any direct mail publicity to people on the working list without e-mail. That could be done, but was not perceived as worth the effort since they did get the Bulletin and the Coast Dispatcher publicity.

Website

Our website was a key component of our publicity and our operation.

Things We Did Well

The website was continuously updated. Any changes in information were generally updated within in 24 hours.

We used the website for registration, Tour sign-ups and purchases.

We did have to handle free tours separately from the paid tours, because paid tours had to be handled through PayPal, whereas free tours could not go through PayPal (PayPal could not deal with anything costing \$0.00.)

We recruited Layout tour and clinic presenters through the site. We also did volunteer recruiting through the site.

We also used the site to point to the links to download the layout tour maps.

Lessons Learned

1. **Registration/Company Store** Put only non-registration items, such as convention cars, hats, shirts, banquet, and etc. on the “Company Store” page, which has a visible page navigation link. Keep registration items on a “hidden” page that is accessible only after going through the registration process where the name, address, etc, are entered. In the early days we had some people pay for registrations that had not yet registered. Keeping the registration items separate from the non-registration items prevented that from happening.

2. **Company Store Closure** “Close” the company store and registration pages and remove any signup forms immediately upon the convention’s end so post-convention activity is avoided.
3. **Website Content Checking** Remind Responsible people that they are responsible for the website content and that they need to check the website content often and provide changes to the webmaster as soon as they are known. We had issues with old content. The webmaster was fast, but he can only put up what he knows about.
4. **PayPal** If you use PayPal, setup the account at least a month ahead of time. Don’t wait until 1 week prior to when you need to accept registration payments (i.e. at the start of the previous year’s convention). Make sure the names on the PayPal account and the linked checking account are the same. Be wary of using the “non-profit” designation when setting up the account, as you will probably need to provide additional information to PayPal regarding the non-profit status of the organization. The PCR is an IRS 501(c)7 organization, not 501(c)3. (Both are non-profit, but only donations to the latter are tax-deductible.)

Background: On the last full day of Rails Across the Bay, we received a message from PayPal that, as part of their security measures, our account had been reviewed and because it was in the charity/non-profit category, they needed some additional information regarding the organization. Until it was provided, the account was placed on a limited status, reducing the dollar amount of any withdrawals. If the information is not provided in a timely manner, they will freeze the account completely so that no payments or withdrawals can be processed. Fortunately for us, we no longer needed the account, so this had no effect on us. Eventually, it was resolved and all limitations removed. (Silver Rails 2010 encountered this situation at the same time as Rails Across the Bay 2009.)

Bottom Line: Obtain the IRS Determination Letter from the PCR Treasurer ahead of time. You may need to send it to PayPal. You may also need to provide PayPal a statement of purpose for the organization and what kind of payments will be processed. Respond immediately to PayPal’s request for information to avoid the account being frozen. It takes more than a week for them to review submitted documentation and resolve the problem.

5. **Convention E-Mail Accounts:** Have the PCR domain administrator set-up convention e-mail accounts as needed on the PCR account and enable automatic forwarding of incoming messages to those that need to receive them. It is MUCH easier than trying to setup different e-mail systems to accept mail from the PCR post office, especially when the recipients are not computer experts. It is totally transparent to the recipient and no special setup or process is needed at their end. Up to 10 e-mail recipients can be defined to receive forwarded messages. (As an assistant administrator I was able to set this up for Silver Rails 2010.)
6. The volunteer recruitment via the website did not bear as much fruit as we would have hoped.

Layout Tours

We had 34 layouts on the tour. There were 52 open times with over half the convention attendees visiting one or more layouts. There were an estimated 550 layout session visits. Visitor count ranged from 2 to 30 at each tour session. Not all were reported.

We had 7 operating sessions. 33 people signed up for an average of 2 sessions each for a total of 66 guest operator slots. Host and mentor crew contributed another 32 op session participants so about 65 people participated. About 20% of the host and mentor crew were not registered for the convention.

Things We Did Well

85% of the layouts were recruited and scheduled via e-mail and telephone. The balance required a visit. Telephone is more than twice as effective as e-mail in the recruitment process. We had maps available on-line for those who wished to tour layouts. For security reasons, one had to provide an e-mail address and an NMRA number that matched that e-mail address in our database to get to the maps.

Operating sessions were open to all convention attendees and there was no attempt to structure the session as SIG events. All signups were via e-mail prior to the convention. Only changes and exceptions were handled at the convention. Each host and participant had a list of crew and contact information one to two weeks in advance of the session. Only addresses without maps were distributed. No op crew specifically asked for a map. However most of the op layout were also tour layouts so maps could have been obtained in that manner.

Although it does not always work well for the host, layout tours during operating session are almost universally appreciated by the tour visitors. The excitement of an op session is contagious.

Lessons Learned

Accurate layout descriptions were a problem and are required for advance publicity.

On-line map distribution worked well, but was not operational until 2 days before the convention. It should have been accessible about 10 days in advance, particularly for those who want to tour on the way to the convention. The convention web site was the tool most used to find out in advance about the layouts. Cancellations and changes made a daily update necessary. Only two people asked for hard copy maps, but about 60 ended up wanting hard copy map packets. As a result we did not have enough copies of the hard maps available for registration. If addresses and layout descriptions had been more timely, the map requirement would probably be less. (Note: At the recent Hartford Convention there were about 40 cars participating in self guided tours and only two cars appeared not to have at least one working GPS.)

Many of the Op session participants signed up during the last 10 days before the convention and only after being notified that a layout session was being cancelled for lack of crew. In retrospect, we pulled the plug on Op sessions too soon.

It would have been better to put up preliminary information on the website early rather than wait until we had final details. The word "Preliminary" could be appended to the description

It would be a good idea to have the convention later because of the proximity of OPSIG and BayRails. Alternatively, Bay Rails could be moved to even numbered years.

Clinics

We had 56 different clinics in 62 time slots.

Things we did Well

The clinics were all managed by e-mail. I talked with many presenters when I saw them but most communications were done by e-mail. All presenters use e-mail except one. After getting about ½ of the

clinics signed up I started to put them in the Master Schedule. I kept the Master Schedule because most of the changes are the clinic presentation times and days. When I updated it I sent it to the web master who posted it on the web site. This gave the people that were attending time to make their plans as to which clinics to see. I sent e-mail to the presenters several times telling them when they would be presenting. I had to make some changes to accommodate the needs of the presenters. As the Master Schedule starts to fill up changing one clinic makes changes in others at the same time. Because I knew most presenters it was easier to know who I could change to make room for a different presenter. I still sent every presenter an e-mail about 2 weeks before the convention telling them the time, date and room of their presentation. All in all they all showed up except one that was ill. We knew about this before and had a fill in presenter. Using e-mail for the communications cuts the cost down a lot. I have found that most presenters use e-mail. Most people are using Power Point for their presentation. We had 3 presenters use a slide projector. All the rest had a video projected program or it was a presentation that did use AV equipment. We didn't have any PA systems but we had one presenter that should have one because of the way he talks

I liked the idea of the SIG Track on Thursday and think this should be expanded to other days. The presenters were given a certificate of appreciation when they finished their clinic. I mailed a few that were not presented.

Lessons Learned

We had talked about having a clinic host in each room. This didn't work out very well because I did not recruit enough of them. There were a few clinics that really needed a host to introduce the presenter and to cut them off if they try to go overtime. There were a couple that did go overtime and it created a problem with the next presenter. We only really need the introducer for out of area presenters

There was some confusion because of a statement on the web site that said "All Clinic Spots are filled. Thank you for your support" This meant that we filled the clinic spots with a presenter and topic but a couple people thought that it meant that they couldn't see the clinic because all the seats are sold out. I discussed this with the web master and he is going to drop the statement on next year's web site to avoid confusion. Please remember if one person is confused there are sure to be many more that don't say anything.

Not all of the equipment coming from the various Divisions was available at the noon starting time on Wednesday. We need to make sure it is there and working. We were short screens and extension cords. Everything was in place and working by the second clinic.

One laptop loaned had password protection and we did not have the password until the owner (Crawford) was contacted. This needs to be checked out ahead of time.

VGA extension cords for the projectors would be a good idea. About 10 feet in addition to the projector normal would be fine.

Before putting together the schedule make sure that the special interest tracks do not have conflicts. For example, do not put two photo clinics opposite each other.

All in all I enjoyed putting together the program and would do it again.

Jim Long

Prototype Tours

We had 3 Prototype tours. First there was a ride on the Niles Canyon Railway behind the Robert Dollar #3, a 2-6-2 Tank Steam Engine, complete with run by photo shoot, lunch in Sunol, and a tour of the Pacific Locomotive Association's Brightside yard.

Next there was a tour of the POSCO-US Steel plant in Pittsburg, where we got to see their operations and how the railway fit in.

Finally there were the Speeder Rides in Niles Canyon.

Things We Did Well

The concept of carpooling to all tours was a great idea, and after working out a few kinks, worked out well, and saved us the costs and hassles of busses. We had sign-ups sheets and maps to the sites,

Lessons Learned

We didn't really have the sign-up logic for the carpooling set up right. Our sign-up sheets were done right, but we didn't do a good job of getting people signed up. Fortunately Mark Schutzer stepped up on Thursday morning and got everyone assigned, but there were some tense moments. What is needed is a way to get a driver assigned to a sheet first, with a count of how many slots s/he has and then add riders. Possibly, we have riders who sign in go onto a waiting list, and then get transferred when a driver shows up. It also is important to get everyone to sign up when they check in. We did not do that consistently.

When the carpooling actually happens, make sure you have someone at the debarkation point with the signup sheets to fill in the blanks and get people assigned.

Non Rail Program

We had a Non Rail program in the Non Rail suite and there were two tours. The first tour was a downtown Niles Tour and a ladies lunch. The second was a tour of the historic Patterson House Museum at Ardenwood Historic Farm. These tours used the same carpooling system we used for the prototype tours.

There were activities planned for the entire duration of the convention, and they were identified in the program.

Things We Did Well

The ladies kept the registration staff filled with cookies and chocolate.

Lessons Learned

Keep reinforcing to people that things change, and to keep checking.

Convention Store

We sold 48 convention cars, 78 shirts and 22 caps.

Things We Did Well

We were very conservative in our inventory count. For shirts and caps we bought limited quantities from our supplier (She charged us a set-up fee and after that was willing to do limited quantities.) Two weeks before the convention we took inventory of remaining shirts and then consulted with previous convention people to determine what we might sell at the convention itself. We then bought exactly that amount.

For convention cars, we got a standard car that did not have road markings and that we could buy in limited quantities, and then made our own decals. We then bought 48 cars, knowing that we could buy more. Indeed, we could order more of them through a local shop if needed.

After the convention I had a small number of items left. (5 cars, 3 shirts, etc.) I sent another blast e-mail and sold everything within a day.

We kept a receipt book that we used to track the store sales at the convention. After the convention I created a registrant named "Cash" and entered the information taken from the receipt book, so that these sales all went into the database's sales reports and associated accounting.

Lessons Learned

We had a list of the pre-convention sales so we knew how many of each item in inventory to hold back from general sales to cover people with purchase receipts (i.e. those who bought pre-convention, but who hadn't received their stuff – see Registration for an explanation) Unfortunately we did not train each person manning the store exactly how it worked and they were not recording the information properly in the tracking sheet generated by the database. This led to confusion about what had been delivered and what had not. The Purchase receipts did not match the tracking sheet, so we held back to cover what the tracking sheet said, and ended up with 5 extra cars, even though we could have sold them at the convention. You should have written instructions on how to handle these things, especially when you are using volunteer back up people, which we did often.

We ended up with one extra shirt. It was a large. We could have sold 2 more 2X sized shirts. Stock more 2XLs. See the attached Final Sales report to see what we sold and add a few 2XLs to that for planning purposes.

Push pre-sales, saying that you have minimal stock and may run out during the convention.

Contests

(Editor's Note: This is a merge of two separate reports. Randy Homan's and Bill Scott's.)

This year's contest had 111 entries in 28 categories. We gave out 30 award plaques and 11 Merit awards. The cost to replace last year's awards was \$284.43; the logos to go on the awards were \$324.75 we provided lunch for 25 judges for a cost of \$147.55 (Bill)

The information for the number of plaques and ribbons awarded to the winners of the models and photo contests is kept by PCR Contest Chairman, Bill Scott. I (Randy) am unsure of the number of those awarded.

A separate oval emblem was designed by Steve Wesolowski and a friend of his. Steve was kind enough to load the emblem design on a CD using Corel Draw. These emblems were attached to the tops of each of the plaques using a thin glue type backing applied by the engraver. Forty (40) sublimated oval emblems were ordered and cost \$7.50 each. The total cost was \$324.75 including tax. Frank, the engraver, of Rocky Five did an excellent job of making these emblems. Rocky Five is located at 5705 Begonia Dr., San Jose, CA 95124-6535, Phone: 1-408-266-1791, Fax: 1-408-266-5364, e-mail: rockyfiv@aol.com. Frank works out of his home and will ship out any work that he does.

The photo display frames were brought down from their home and assembled the afternoon of the first day of the convention by Steve and Carol Skold. After the contest was over the frames were disassembled, then loaded into Steve and Carol's vehicle. (Randy)

Each of the judges was given a free lunch consisting of a deli sandwich, chips and a soft drink of their choice. Due to a oversight by the Contest Committee Chairman, I had to scramble the morning of the judging to get Safeway to put together twenty-four (24) various types of deli sandwiches which took them only thirty-five (35) minutes. I was one lucky dude! (Randy)

Things We Did Well

Found a very good emblem maker that could be used for future conventions. Thank you to the VQW getting people to volunteer to be a judge. I also used "a little prevarication", promising prospective judges a free steak & lobster lunch. It worked a couple of times and I'm still alive. But then, I did move to Oregon after the Convention. (Randy)

The Convention and Hotel Staffs made sure that everything was taken care of. We had a larger than normal collection of entries, that continued to highlight the superb skills to be found in the P.C.R. (Bill)

Tom saw to all our needs as if the contest was the most important part of the convention. Randy gave up almost the entire convention to help out in the contest room, doing anything that needed to be done. He really earned his keep picking up the judges lunch, he never asked and I didn't think to have someone go with him. Picking up all the parts for 25 lunches and carting it all out to his car by himself was quite a chore, but everyone got what they wanted. (Bill)

There's a small group who have no official position or responsibility, yet make a big difference the running of the contest. The Skold's take care of and set up the photo racks, and Carol spent all her free time as contest clerk. Pat and Ronnie ran the judging. Mary ran the Arts and Crafts contest. Steve did anything I asked him to do. Dave ran the switching contest, and Mark put together the photo show for the awards ceremony. When I took this job there were many complaints about the awards taking too long, my main goal was to change that, most of the credit goes to Mark. I was astounded that this year I was actually told to slow down. Changing the contest to computer is progressing nicely and the credit is all Carol's. And then there were all the judges.(Bill)

Lessons Learned

The room at first seemed small and it would be better if it was bigger. But you can only have what the hotel has. Because of the corners and protrusions we were able to get enough tables in to accommodate all the entries. But this caused a problem for the judges; it created a bottleneck at the corners. Everyone dealt with it in a congenial manner and we got thru it. (Bill)

Plan and order the judge's lunches at least two weeks ahead of time. You may be able to get them from the convention hotel, but it may be expensive. Or you might get them from a deli shop like Togo's or a local grocery store. The hard part will be getting an accurate count of judges ahead of time.(Randy)

Switching Contest (Timesaver)

The Timesaver at the 2009 convention had over 20 participants, Most of who ran the puzzle multiple times and seemed to enjoy it. This report will not address what we did right or what needs to be improved, but will focus on questions that need to be discussed.

Who does not participate?

1) The Timesaver is a game or puzzle. Many people by their nature don't like games or puzzles. They find it frustrating, embarrassing (if they do poorly) or just plain boring. This group will probably never participate. What % of the convention attendees are in this group?

2) When people come to a convention they must prioritize how they are going to spend the time (clinics vs. tours, clinic A vs. clinic B etc.). They may enjoy the Timesaver, but can never "fit it in". What % of the convention attendees rate the Timesaver a low priority?

3) The final group consists of people who have never heard of the Timesaver, or want instruction or help to encourage them to participate. They also may have a false perception as to what the Timesaver is. What % of the convention attendees are in this group? At the 2009 convention there was approximately 20 something who recorded their times, with 239 attendees; this is about 10% of the convention.

This is our target. Can this group be expanded? At what cost (in volunteer time and effort)?

Efforts that could be made to increase participants.

1) Location: this convention the Timesaver was located in the registration/ store/ other stuff room. It has been suggested that a more public location would increase participation, for example in the outer corridor at the 2009 convention. This might help, but the down side would be security (when not manned) and isolation of the person when there are no participants.

At the 2007 convention the Timesaver was in the contest room which meant that the "host" could also watch the Timesaver when it wasn't manned. The same applied to the 2009 convention with the staff manning the registration table, store, etc. Could a volunteer be found that would be willing to spend long hours out in a corridor by himself waiting for a participant? And would this be worth the volunteers' time if, say only 3 or 4 new people participated?

2) Clinics: another suggestion would be to have a scheduled clinic on the Timesaver. This clinic could cover what the Timesaver is, the history, and suggest some techniques or methods for operating it. I know of several people who could do such a clinic, but until it is offered, have no idea how well it would be attended. Has there ever been a clinic that no one came to?

Instruction has always been available when the Timesaver was manned (by an "official" or a bored registrar). Could this service be advertised more on the website (as Dave G. repeatedly asked me, sorry Dave), on the bulletin board or in the program?

General questions:

Is the Timesaver a vital part to the PCR convention and does it need to be promoted?

Or is it a side dish that should be available to those who want it?

If the first, more effort should be spent, if the second, not.

Swap Meet/Silent Auction

We had 18 tables at the Swap Meet on Friday night. The Silent Auction on Saturday morning had \$630 in sales.

Things We Did Well

We were not that impressed with the Swap Meet, so the only thing we can say that went well is that the people who sold at it seemed to be happy with it.

Lessons Learned

Our instructions to the people participating in the Silent Auction did not explain that although the lowest minimum bid was \$1, they did not have to set their minimum bid at \$1. They could set it higher. One person did not understand this, and ended up selling some rather expensive stuff for \$1.

We had some hawks. People who went around and just put the minimum bid down on everything that was blank just to see what they could get. They got more than what would make sense.

SIGS

Things We Did Well

The SIG program went very well this year. We had a full program on Thursday with good attendance, even in the sessions that were against the NCRY Tour. There were a couple of other clinics that were Ops or Design oriented and while I don't think the SIGs have a monopoly on these topics we'd be doing a better job for everyone if we could integrate these into the SIG track, keeping them in the same room and calling them out in the schedule. Examples of these were:

- Burgess - TT&TO
- Gust - TWC
- Harmon - Switchlists
- Clark - Milk (we actually could have a mini milk track)
- Merrin - NWP
- Paul - Lackawanna in 1/32 (presented at the SIG meet last January)
- Schaumberg - Commuter ops (on the SIG track at HN2009)

We had good turnout for OP Sessions (David Parks) but probably should have waited a little longer before cutting off layouts as there were many last minute signups.

Lessons Learned

Other activities we might consider in the future:

- a Layout Design tour of layouts that are especially innovative and interesting from a design perspective.
- a design consulting service during the convention (as we do at the SIG meet)
- Panel discussions
- bringing a modular layout into the hotel for op sessions with on-site signup so that attendees would participate in a quick op in the time of one or two clinics without leaving the hotel
- adding a layout design tour of layouts under construction. This allows people to talk about techniques.

Banquet

189 people attended the banquet. The speaker was Henry Luna of the Pacific Locomotive Association, which owns the Niles Canyon Railway. Henry spoke of the NCRy's history and what they do. The contest awards were handed out as well as the John Allen Award, the President's Award and the Division Members of the Year.

This is the basic sequence of the banquet for future consideration:

Time	Activity
Start time	Social hour, PCR picture show running in the background
+1 hr	Dinner served (Speaker and committee tables served first)
+1:45 hr	Program begins <ul style="list-style-type: none"> • Current Convention Chair – Convention thoughts and committee introduction • PCR Convention Chair – Comments about Convention • Next year's convention chair – Discuss next year's convention • PCR officer introductions and special attendees • Contest award presentations / AP award presentations • Division member of the year awards (presented by directors) • PCR President – Any special award presentations • John Allen award (Ray deBlieck)
+2:30 hr	Speaker Introduction followed by banquet speaker
+3:15 hr	Program ends at the finish of the speaker's presentation
Afterwards	Meet the builders (in the contest room)

Open items for the day of Banquet:

- Labeling the committee table and arranging with hotel the serving order
- Projector, sound system, and room setup

Things We Did Well

The slideshow during the cocktail portion worked very well.

Lessons Learned

We need to acknowledge the people who had layouts open. Not necessarily the individuals, but the group as a whole. Have them stand up and then applaud them.

The program tends to be long. Tell the presenters to keep it short.

Simply introduce the committee members.

The picture show of the contestants was good, but was way too long. Simply show the 1st place entries.

Program

The program was done in the standard timetable format (11 x 4¼) and was 52 pages long, including covers. The format was basically the same as the 2007 program. Information was passed back and forth between the Webmaster, Clinic Chair, and me. This resulted in some small errors as I did not want to use the formatted version of the text. We should try to get raw text and text changes in a non-formatted form. Bugging each department to get the wording correct worked for the most part.

Things We Did Well

Using a former document to 'clone' the new one works well if you like the old format.

Using a local print shop to do the printing very quickly. (Last minute deadline.)

Lessons Learned

We still need to find a seller of advertisements.

Get updates in a raw text version. Jim did a great job with the clinic schedule, but his changes were in blue on the web and changed back to black with each new change. I missed a few of the updates.

Door Prizes

Door prizes were solicited from 50 manufacturers and vendors. This list was prepared from history of previous donations over the past five years, plus some "hunches" of possible new donors. We received donations from 22 sources totaling 106 prizes. The donors sent from one to fifteen prizes each. In addition, there were 18 donations received at the convention from attendees, thus a total of 124 prizes were distributed. This compares favorably with the results of the Sierra Memories convention in 2008 door prizes receipts.

The initial appeal letter was sent on January 19, 2009. A couple of donors responded immediately, but most donations arrived within the month before the convention. As each donation did arrive, I sent an acknowledgement letter to the donor to let them know we had received their donation. In addition, I prepared letters for use at the convention where the recipient could sign an additional thank you letter and these were sent on April 20, 2009.

Several donors who have been faithful in sending prizes over the years did not respond this year. A couple of the "hunches" did, though not many. It appears we have a solid base of donors which is a good sign for the future.

The Door Prizes Chair for Silver Rails 2010 in Sparks, Frank Zila, asked for copies of the letters I used plus the databases. They have been forwarded to him for his review.

Rod Smith

PCR 2009 Door Prize Chair.

Volunteer Coordination

This was the first year we had a dedicated volunteer coordinator. She was responsible for finding people to volunteer for specific activities at the convention. When frustrated with the feedback she was getting she accelerated her efforts and became the Volunteer Queen Witch on the Warpath, or as we now know her, the VQW.

Things We Did Well

Having a Volunteer Coordinator.

She put requests for volunteers on the website, and followed up with individuals to determine where they might help the most.

Lessons Learned

We did not have good tools for volunteer coordination, and they had to be created on the fly. We need to come up with a list of things needed. This was the volunteer coordinator's biggest challenge - understanding what was needed.

Hobo Breakfast

The hobo breakfast was coordinated by the convention. This used to be a totally separate function coordinated by the hobo in charge, but in the last few years the convention has handled it. In this case, the breakfast was held at the HomeTown Buffet in Newark about 5 miles from the convention site. 61 hobos carpooled to the breakfast using the same carpooling system we created for the Prototype and Non-Rail tours.

Lessons Learned

State that the description of a hobo is given on the PCR website.

PCR Annual Breakfast/Meeting

In keeping with our new tradition, the PCR Annual Meeting was held with a breakfast followed by the meeting. The logic is to get people into the breakfast and have them stay for the meeting.

About 100 people showed up for breakfast. 73 were voting members of PCR.

Door prizes were distributed about halfway through the meeting, and then near the end of the meeting.

Things We Did Well

The breakfast works well in bringing in people for the meeting, and should be continued.

Lessons Learned

134 people said they would come to the breakfast. Since the room where we had our breakfast would only hold 120 people, we prepared free breakfast chits for people to eat in the restaurant and then come to the meeting. As it turned out, we had about 100 – 105 people. That means roughly 30 people did not show up. We paid for 120. We need a mechanism to not have to pay for the full count who say they will come, but then don't come. Since there is no commitment on their part – its free to them – they have nothing to lose by saying they will come.

We need to do two things to make this work. First, budget the cost into the registration so that PCR doesn't have to cover it. Second, require that people pay a small amount, like \$5, for the breakfast so that people actually commit to coming as opposed to sign up with no commitment and leave us holding the bag.

Attachments

1. Committee Roster
2. Sample Punch List
3. Sample Agenda
4. Badge Ribbon List
5. Final Income/Expense statement

**Rails Across the Bay
PCR Convention 2009
Budget**

PCR 2009 Convention-Final Report

		Actual
Income		
	Registration (Net of refunds)	\$ 18,364.00
	Convention Store Sales	\$ 2,536.99
Tours		
	NCRy	\$ 2,295.00
	Ardenwood	\$ 45.00
	Speeder	\$ 900.00
	Other Income Silent Auction Swap meet	\$ 328.00
	Misc Income	\$ 1,642.91
	Other Misc	\$ 601.85
	Total Income	\$ 26,713.75
Expense		
	Awards	\$ 990.73
	PayPal Commission (44% of Registrants)	\$ 420.72
	Door Prizes	\$ 69.43
	Layout Tours	\$ 258.71
	Clinics	\$ 191.80
Convention Store Expenses		
	Convention Cars	\$ 717.72
	Shirts & Caps	\$ 1,755.50
Tours		
	NCRy Train Charter	\$ 2,100.00
	NCRy Train Lunch	\$ 643.92
	Speeder	\$ 900.00
	Marketing-Publicity	\$ 108.68
	NMRA Membership Dues est	\$ 590.70
	Non Rails	\$ 51.82
	Office Supplies	\$ 335.14
	Postage and Delivery	\$ -
Printing and Reproduction		
	Programs	\$ 490.50
	Banquet meal	\$ 8,905.00
	PCR Breakfast	\$ 2,400.00
	Hobo Breakfast	\$ 671.00
	Committee Expenses	\$ 429.93
	Misc expenses	\$ 109.09
	Total Expense	\$ - \$ 22,140.39
	NET OVERAGE(Shortage)	\$ 4,573.36

2009 PCR Convention Committee
as of April 17, 2009

FUNCTION	FIRST NAME	LAST NAME	STREET ADDRESS	CITY	ZIP CODE	CELL PHONE	HOME PHONE	E-MAIL ADDRESS
Convention Chair	Tom	Crawford	4337 La Cosa Ave	Fremont	94536-4721	510-299-0757	510-790-0371	crawford.tom@sbcglobal.net
Registrar	Tom	Crawford	4337 La Cosa Ave	Fremont	94536-4721	510-299-0757	510-790-0371	crawford.tom@sbcglobal.net
Treasurer	Tom	Blinn	2616 Thomas Court	Livermore	94550	510-414-6580	925-292-1192	tblinn@comcast.net
Publicity	Steve	Wesolowski	10338 Bonny Drive	Cupertino	95014-2908	408-257-5752	408-252-4192	swezz@comcast.net
Clinics Chair	Jim	Long	3716 Toronto Rd.	Cameron Park	95682-8649	530-903-6637	530-676-1798	jimclong@sbcglobal.net
Prototype Tours	Stan	Keiser	36327 Beech Place	Newark	94510	510-791-1504	510-791-1504	sbkeiser@juno.com
Webmaster	Dave	Grenier	1768 Celeste Ave	Clovis	93611-2069	408-431-8989	559-297-1345	Grenida@pacbell.net
Swap Meet/Auction	Ted	Moes	2251 Pacific Ave. Apt F	Alameda	94501-1455	510-325-9900	510-749-7099	ted@tjmoes.com
Contests	Randy	Homan	6487 Cebu Ct	San Jose	95119	408-201-2589	408-972-1245	RHoman3@sbcglobal.net
Contests Assistant	Pat	LaTorres	2081 Home St.	San Leandro	94578-1465	650-793-7402	510-317-7456	duhnerd@pacbell.net
Non Rail	Marilyn	Long	3716 Toronto Rd.	Cameron Park	95682-8649		530-676-1798	StrawberryMarilyn@hotmail.com
Non Rail Assistant	Mary	Moore-Campagna	PO Box 758	Soda Springs	95728-0758	415-672-4806	415-672-4806	marycmoore@campagna.com
Program	Gus	Campagna	1915 William Drive	Penngrove	94951-9524	415-990-3777	415-990-3777	campgus@earthlink.net
Banquet Chair	Mark	Schutzer	1209 Windsor Way	Redwood City	94061-2053	none	650-369-0481	mark.schutzer@sbcglobal.net
Layout Tours	Dave	Parks	1281 Windimer Dr	Los Altos	94024-7116		650-961-7644	Bearwestern@comcast.net
SIGs	Seth	Neumann	2712 Katrina Way	Mountain View	94040-4461	415-602-1510	650-965-4687	sneumann@pacbell.net
Stores	Paul	Hopkins	4945 Central #258	Fremont	94536-6688	510-364-8275	510-745-9447	vtrr27@sbcglobal.net
Secretary	Tom	Crawford	4337 La Cosa Ave.	Fremont	94536-4721	510-299-0757	510-790-0371	crawford.tom@sbcglobal.net
Door Prizes	Rod	Smith	40330 Monte Court	Fremont	94538-2832	none	510-657-3362	railgeezer@aol.com
Hobo in Charge	Dwayne	Coate	5090 Bogie Ln.	Redding	96002-9456	530-209-1804	530-722-1129	DHCOATE@aol.com
Switching Contest	Dave	Loveless	445 Carlton Rd	Watsonville	95076-8657	831-818-7198	831-722-9893	mikadodave@gmail.com
Volunteer Coordinator	Karen	Keifer	1408 Farmgate Cir	Roseville	95747	916-865-0851	916-408-0566	KKKay@sbcglobal.net
PCR Convention Chair	Dennis	Stokely	106 Minerva Way	San Ramon	94583-5084	925-353-0447	925-828-1990	Dstokely@sbcglobal.net
Consultant	Chuck	Mitchell	12 Deer Oaks Dr.	Pleasanton	94588-8234	925-857-7014	925-462-0291	cbmtrains@comcast.net



Rails Across the Bay
PCR Convention
Fremont -2009

Punch List/Resolutions
February 15, 2009

Purpose of Document

This document lists all the decisions made by the committee and the punch list items remaining. This is so we do not duplicate the decision making process (although decisions can be revisited) and so that we do not forget to resolve outstanding issues.

Table of Contents

1	Venue – Tom Crawford	1
2	Treasurer – Tom Blinn.....	2
3	Publicity – Steve Wesolowski	3
4	Website – Dave Grenier.....	3
5	Layout Tours – Dave Parks.....	4
6	Clinics – Jim Long.....	4
7	Registration – Tom Crawford.....	5
8	Prototype Tours – Stan Keiser	5
9	Non Rail Program – Marilyn Long/Mary Moore-Campagna.....	6
10	Convention Store – Paul Hopkins.....	7
11	Contests – Randy Homan.....	7
12	Switching Contest – Dave Loveless	8
13	Swap Meet/Silent Auction – Kevin Hurley	8
14	SIGs – Seth Neuman.....	8
15	Banquet – Mark Schutzer.....	9
16	Program – Gus Campagna	9
17	Door Prizes – Rod Smith	10
18	Volunteer Coordination – Karen Keifer	10
19	Miscellaneous Issues.....	11

1 Venue – Tom Crawford

1.a. Resolved Issues

- 1.a.1 The Fremont Marriott has been selected.
- 1.a.2 The contract has been signed by Ron Plies.
- 1.a.3 Our rooms are priced at \$79.00 per night.
- 1.a.4 All registrants are eligible for the \$10. 00 breakfast. They will give us chits for each day and we can handle them as we want.
- 1.a.5 PCR has agreed to cover the unbudgeted cost of the Sunday Breakfast as part of the PCR Annual meeting.
- 1.a.6 The PCR breakfast costs will be \$20 per head and will be counted as part of our \$5,000 food and beverage agreement.

- 1.a.7 Our banquet cost is now \$45.00 a plate and this includes all service charges and taxes. The banquet selections will be Steak (Sirloin), Salmon or Chicken.
- 1.a.8 We will have the following room layout:
- Fremont A – small clinic room
 - Fremont B/C – large clinic room
 - Napa – Timesaver/Registration/Convention Store on Saturday
 - Sonoma – Board Meeting/Office
 - Mt Veeder – Timesaver/Registration/Convention Store (BSA on Saturday)
 - Caneros and Alexander Valley – Contest rooms
 - Livermore Valley – Clinic room.
 - Presidential Suite – Non Rail (with rooms on each side reserved for Non-Rail Chair and Assistant.)
 - Salons V – VIII – Swap Meet Friday night and the Silent Auction on Saturday morning.
 - Ballroom – Dinner Saturday Night
 - Fremont A/B/C PCR Breakfast/Meeting Sunday.
- 1.a.9 We will not have any official transportation to get attendees to the hotel from public transportation. We will stay mute on the issue. Individual Side agreements may be made.
- 1.a.10 Get registration codes cleaned up with Hotel . Tom has resolved the hotel registration. It should work fine now. Item Resolved.
- 1.a.11 Tom confirmed that people signing in on Tuesday night the 14th can also get the \$79 rate.
- 1.a.12 Tom, Jim, Randy and Pat met with Tracy Brown (who has replaced Jhonie Medina at the hotel) to work out details like signs for lighting controls for presenter hosts. We agreed that the room lighting controls are very simple and no lighting signs are required. This item is closed.
- 1.a.13 Tom met with the Marriot people and we agreed that the Hotel will post the events and room locations on their reader board in the hotel lobby. This board will indicate what is in each room and have a map showing room locations. This item is closed.

1.b. Unresolved Items

- 1.b.1 No unresolved Items.

1.c. Open Action Items

- 1.c.1 Tom will confirm with Tracy that although the Longs and (Moore-)Campagnas will pay regular rates, applying to our room count, one will actually sleep in the Suite, and one will sleep in the room adjoining the suite. We will not need a second room on the same floor for this purpose.
- 1.c.2 Jim Long will meet with Tracy Brown to finalize room signs. Jim wants to use his, and he will demo these to Tracy.

For the record, our personal event coordinator is now Tracy Brown, phone 510-413-3766. Our Sales rep is Francie Pilling, 510-413-3750.

2 Treasurer – Tom Blinn

2.a. Resolved Issues

- 2.a.1 We will assume 200 registrants.
- 2.a.2 The banquet will be included in the Registration Fees.
- 2.a.3 No tours will be included in the Registration fees.

- 2.a.4 The Registration fees will be determined as follows:
- Take the fixed costs and divide by 200 to get the average cost per participant.
 - Take the variable costs per person, and add them to the fixed costs.(The only known variable cost at this time is the banquet cost.)
 - Add 10% for error/unknowns to come up with the net average cost.
 - Proportion the costs in the same ratio as we had participants in 2007 (possibly lightening up on the number of non-rails) over the various participant groups and use the same approximate fee spread.
- 2.a.5 Mary provided Tom B with the Non Rail costs and the assumed number of non-rail participants.
- 2.a.6 Tom C. provided last year's fee structure to Tom B.
- 2.a.7 Tom B. sent the fee structure to the Committee.
- 2.a.8 Tom B. handed out the budget at the May meeting.

2.b. Unresolved Items

- 2.b.1 No unresolved Items

2.c. Open Action Items

- 2.c.1 When you incur any expenses, please let Tom know ASAP so he can account for everything.

3 Publicity – Steve Wesolowski

3.a. Resolved Issues

- 3.a.1 Steve put together a draft logo.
- 3.a.2 Steve finalized the logo and distributed it.
- 3.a.3 We will stick with a one page flyer as opposed to a brochure.
- 3.a.4 Dave G to got the display Board to Steve.
- 3.a.5 Steve prepared the display.
- 3.a.6 We are not going to create any more flyers. The stuff we have seems to be working quite well. This item is closed.
- 3.a.7 We have been sending out blitz e-mails to people selling various aspects. These have all been successful. The only one remaining is for the speeder rides. It has been written and Tom will send that one out in about one week.
- 3.a.8 Steve has written articles for RMC and we are now winding down with no remaining newsletters to get articles into.
- 3.a.9 Steve sees no further expenses.

3.b. Unresolved Items

- 3.b.1 No unresolved Items

3.c. Open Action Items

- 3.c.1 No open action items.

4 Website – Dave Grenier

4.a. Resolved Issues

- 4.a.1 We will use PayPal for online registration.
- 4.a.2 Website was up and running for testing on 04/26/08.
- 4.a.3 Website in production with limited content on 4/29/08.
- 4.a.4 We can accept online registrations and PayPal payments.
- 4.a.5 Online registration form on website.
- 4.a.6 Online clinician sign-up form on website.
- 4.a.7 Online layout tour hosting sign-up form on website.
- 4.a.8 PayPal business account setup and connections verified.
- 4.a.9 Dave G. put out list of things he needs for web page.
- 4.a.10 We agreed that the video of layouts at Fresno was good, but the videos should show what the layout looks like from an overview, not just follow a train around the layout.
- 4.a.11 Dave has the website up to date with the volunteer sign up sheet now working to forward incoming information to Karen and to Randy for Contest volunteers.

4.b. Unresolved Items

- 4.b.1 No unresolved Items

4.c. Open Action Items

- 4.c.1 Dave still needs info for Layout Tours and the BSA Railroading Merit Badge. Dave P. is working on the layout tours today and Jim L will get the BSA info cleaned up soon.

5 Layout Tours – Dave Parks

5.a. Resolved Issues

- 5.a.1 Dave P. has a list of potential tours.
- 5.a.2 The Tours will be the Spring 2009 Coast Layout Tours
- 5.a.3 The van trips in Fresno did not work out and lost money. We will not have them.
- 5.a.4 We should possibly have a sign up sheet on the reg form for layout tour car pools.
- 5.a.5 We should have a sign up list for layout tour car pools in the registration area.

5.b. Unresolved Items

- 5.b.1 No unresolved Items

5.c. Open Action Items

- 5.c.1 Tour list needs to be finalized. (2/17/09) On schedule.
- 5.c.2 Tour maps need to be created. (3/1/09) On schedule.
- 5.c.3 Dave P. will send an e-mail out to all registrants notifying them of all tours, with a mechanism to request maps for the Wednesday layout tours. Tom will send Dave the E-mail address and NMRA ID of all registrants to use for this. It will be similar to how we did the Coast Layout

tours. This will prevent the contact information for layouts from being on the web. (4/1/09) Don Morenzi and Bob Osborn are handling the details.

6 Clinics – Jim Long

6.a. Resolved Issues

- 6.a.1 Jim has 58 clinics, and all slots are filled. He has created an updated Master Schedule.
- 6.a.2 We decided that the presenters should all be introduced at the start for their presentation. Jim will create a signup sheet for this.
- 6.a.3 Jim requested that PCR buy more projectors so that we have 4. The PCR Board authorized 2 additional projectors and shipping crate for all four.
- 6.a.4 We determined that Certificates of Appreciation were appropriate recognitions for the presenters.
- 6.a.5 The Clinics have been finalized and put on the daily schedule and given to Gus. There is the normal collection of clean-up items.
- 6.a.6 We will use Mark Schutzer's video camera for close ups. We need to confirm that the projectors will accept S-video inputs or provide converters. We have confirmed that at least two older projectors take them, so we consider this item resolved and closed.
- 6.a.7 Jim has created the Certificates of Appreciation for the Clinicians.

6.b. Unresolved Items

- 6.b.1 No unresolved items.

6.c. Open Action Items

- 6.c.1 Create a signup sheet for presenter introducers (hosts). Jim and Karen are working on this. The host needs to know how to dim the lights and operate the projector. Jim and Tom are working on this. (See Venue Action Items.) (4/15/09)
- 6.c.2 Jim presented a list of what equipment he needs and we identified the sources for each thing. That list is provided a separate document which identifies all items needed.
- 6.c.3 Provide a final confirmation to all presenters as to exactly when they will be presenting. This is in progress. (3/18/09)

7 Registration – Tom Crawford

7.a. Resolved Issues

- 7.a.1 The software is ready to run, using an update to last year's program.
- 7.a.2 Tom C. has created the Registration form.
- 7.a.3 Tom C. now has an all in one printer that can make copies at the registration table.

7.b. Unresolved Issues

- 7.b.1 No unresolved issues

7.c. Open/Action Items

- 7.c.1 Mary has bought new ribbons as required. Mary ordered enough to carry us through a number of years to get a price break on a custom set. After we order them, they will exist and will not be custom in the future.

7.c.2 Get Registration support during convention (See Volunteer Coordinator Action Items).

7.c.3 Tom C. will create Name badges for Layout owners.

8 Prototype Tours – Stan Keiser

8.a. Resolved Issues

8.a.1 We will not pursue the ACE Train Tour option.

8.a.2 We will have an afternoon tour from Niles to Sunol, then back to Brightside, a tour of the Brightside shops, and a ride back to Niles. We will carpool to and from the hotel. Box lunches will be provided. This will be on Friday.

8.a.3 We will have speeder rides in Niles Canyon, on Thursday and Saturday.

8.a.4 We decided that Ardenwood was not appropriate for the rail tour. The Non-rail group will do an Ardenwood trip.

8.a.5 We decided that the museum in Suisun was too far.

8.a.6 Due to the economic situation, we will not have a US Steel tour.

8.a.7 We decided that we would use the NUMMI plant tour. Cost is free, 25 people limit. Carpool to get there.

8.a.8 We agreed to raise the price of the NCRy tour to \$25 to cover a lower attendance than the 100 originally considered. We agreed that we would not retroactively change this for people who already signed up. We are now figuring on 50 people for the Train Ride.

8.a.9 NUMMI is shut down and that tour is cancelled.

8.a.10 CALtrain has said they did not want to host a tour, and VTA did not respond to Stan's requests. We will not have a second prototype tour.

8.b. Unresolved Items

8.b.1 No unresolved items.

8.c. Open Action Items

8.c.1 Tom will reconfirm all the details of the NCRy and Speeder rides.

8.c.2 Get carpool sign-up sheets (See Volunteer Coordination Action Items) (4/15/09)

9 Non Rail Program – Marilyn Long/Mary Moore-Campagna

9.a. Resolved Issues

9.a.1 We will have two tours, Niles on Thursday and Ardenwood on Friday.

9.a.2 We will have either one or two lunches.

9.a.3 Mary provided Non-Rail costs to Tom B.

9.a.4 Mary concluded that since the nature of the non-rail activities has changed over the years, and they are not limited to spouses anymore, it is okay to charge for Non-Rail activities (lunches, tours, etc.)

9.b. Unresolved Items

- 9.b.1 Given that the NCRy tour is on Thursday, Mary and Marilyn are going to look into switching the Thursday and Friday Non Rail tours. Mary thinks this is doable.

9.c. Open Action Items

- 9.c.1 We need to put up a sign-up sheet for Non-Rail activity carpooling. There will also be a copy on the website. (See Volunteer Coordination Action Items)

10 Convention Store – Paul Hopkins**10.a. Resolved Issues**

- 10.a.1 We have decided that the shirts will be mottled gray polo shirts with the logo on the opposite side from the pocket.
- 10.a.2 We will have Committee shirts in a different color to be able to easily find committee members.
- 10.a.3 We decided that we will need to use receipt books for all Store transactions so we can keep track of sales.
- 10.a.4 The Store needs to be manned at all times.
- 10.a.5 The first shipment of shirts have been designed, ordered and delivered.
- 10.a.6 The second shipment of shirts has been delivered.
- 10.a.7 Although as a group we agreed that we would not have a convention car, Dennis has come up with a convention car that we can buy off the shelf in any quantity we want. Dennis will take care of the cars and the decals.
- 10.a.8 We had planned to get Redwood Empire's cash register. We decided that this was unneeded, especially after we found that the cash register may not work properly anyway. Receipt books are adequate to the task.
- 10.a.9 We agreed that we would take a 10% commission for anything we sold at the convention store that was not convention merchandise (for example, previous convention cars)
- 10.a.10 Dennis has received 48 cars, and Steve has gotten the decals. Dennis and Steve will take care of getting the decals on the cars.

10.b. Unresolved Items

- 10.b.1 No unresolved items.

10.c. Open Action Items

- 10.c.1 Get receipt books.(4/15/09)

11 Contests – Randy Homan**11.a. Resolved Issues**

- 11.a.1 We do not wish to have a "Best of Peers" award as an incentive for new contestants.
- 11.a.2 All participants will get a ribbon.
- 11.a.3 All First timers will get Certificates of Appreciation.

11.a.4 Tom C., Randy, Jim and Pat met at the Marriott with Tracy Brown to review the rooms. They concluded that all was do-able using the larger room upstairs (the Livermore Valley Room) for the contest room. It is large enough and will address the security concerns.

Randy found an engraver in San Jose that will make the logos for the plaques. They will be similar to the Devil Mountain's logo that Jim Long had at the January 11th meeting. Thanks to Steve Wesolowski for providing me with a CD with image of the "Rails Across The Bay" logo on Corel (sp) Draw that the engraver could use.

11.b. Unresolved Items

11.b.1 No unresolved items.

11.c. Open Action Items

11.c.1 Create Certificates of Appreciation for First Timer's and for judges to be filled in at Convention. Jim Long will create the certificate and Tom will print them out at the convention. (4/15/09)

12 Switching Contest – Dave Loveless

12.a. Resolved issues

- 12.a.1 The switching contest will not be manned full time, but of a limited subset of time. It will be set up for people to practice near the registration table (for security reasons) whenever the registration table is open.
- 12.a.2 PCR has a tug of war contest module which Jim Long is currently storing. We decided not to use it, but to dispose of it.
- 12.a.3 We will have free lessons/demos on request – no schedule, with a sign saying "Free Lessons – Just Ask."

12.b. Unresolved Items

12.b.1 No unresolved Items

12.c. Open Action Items

12.c.1 No Open Action Items

13 Swap Meet/Silent Auction – Kevin Hurley

13.a. Resolved Issues

- 13.a.1 We will have a swap meet on Friday night (7-10 PM) and a silent auction on Saturday morning (9 AM -12 Noon.)
- 13.a.2 We agreed on the following logic:
- Friday Swap Meet
 - Set up 6 PM to 7 PM
 - Swap Meet 7 to 10 PM
 - Tear Down 10 to 11 PM
 - Saturday Silent Auction
 - Set up 8 to 9 AM
 - Auction 9 to 11:30 AM
 - Results 12 noon
 - Pick Up 12 to 1 PM

13.a.3 We agreed that we would take 10% of the silent auction proceeds.

13.a.4 We agreed the minimum bid for the silent auction would be \$1.

13.b. Unresolved Items

13.b.1 We need to work out the accounting for the Silent Auction.

13.c. Open Action Items

13.c.1 We need a blast E-mail to promote the two. Kevin will prepare the e-mail and Tom C will e-mail it for Kevin to all attendees.

13.c.2 Kevin needs the room layout (Tom to provide to Kevin)

13.c.3 Kevin needs volunteers (Karen to handle)

13.c.4 Kevin asked how many silent auction items were allowed per person. (We didn't answer this one guys.)

14 SIGs – Seth Neuman

14.a. Resolved Issues

14.a.1 The SIGs have a plethora of available Ops layouts.

14.a.2 The SIGs will use their standard Thursday format, They need one room from just after lunch until closing time.

14.b. Unresolved Items

14.b.1 No unresolved items.

14.c. Open Action Items

14.c.1 We need to get information on Ops Sessions on the Website. Non-regular operators will get priority.

15 Banquet – Mark Schutzer

15.a. Resolved Issues

15.a.1 Mark has confirmed that the speaker will be Henry Luna of PLA fame. Mark has given Henry latitude to talk about what he wants. Henry is an expert on the PLA and on the SP operations in the area. Mark will get a bio of Henry for the program/website. We will cover the cost of Henry and Connie's dinner. This item is resolved.

15.a.2 We now have created the capability to track who is getting which plated dinners. Tom is sending out e-mails for confirmation and tracking this in the database.

15.b. Unresolved Items

15.b.1 No unresolved items

15.c. Open Action Items

15.c.1 No Open Action Items

16 Program – Gus Campagna

16.a. Resolved Issues

- 16.a.1 Gus provided a rate schedule.
- 16.a.2 Tom C. has modified the database to allow for a rate fee schedule.
- 16.a.3 We agreed to clone the Suntan Special format. When people review the program for comment, make sure you check to make sure we don't say Suntan Special or 2007 anywhere.
- 16.a.4 Rod got a letter from the Fremont Mayor welcoming us. Rod will send this to Gus.
- 16.a.5 The back cover has been sold.

16.b. Unresolved Items

- 16.b.1 No unresolved Items.

16.c. Open Action Items

- 16.c.1 Get Inputs (3/18/09)
- 16.c.2 We need a budget cost for the program and a guess at income.
- 16.c.3 Print Program (4/15/09)

17 Door Prizes – Rod Smith

17.a. Resolved Issues

- 17.a.1 Rod has received 58 door prizes to date. Only one was HO. More will come in, but we are in good shape.

17.b. Unresolved Items

- 17.b.1 No unresolved Items

17.c. Open Action Items

- 17.c.1 Create thank you notes to Suppliers (4/15/09)

18 Volunteer Coordination – Karen Keifer

18.a. Resolved Issues

- 18.a.1 We will have sign-up sheets for carpooling to the following:
 - Niles District – Non rail
 - Ardenwood – Non Rail
 - Convention Store/Registration Desk
 - Layout Tour carpooling
 - Presenter hosts
 - Contest Judges

18.b. Unresolved Items

- 18.b.1 No unresolved items.

18.c. Open Action Items

- 18.c.1 Create Signup sheets. Karen will send a list to all of the sheets she thinks we need to get comments. On these, please note those for which you need volunteers ahead of time (like for Wednesday or Thursday AM.)
- 18.c.2 Karen will compose, and Tom C. will send an e-mail to all registrants asking for volunteers for things needed on Wednesday and Thursday AM.

19 Miscellaneous Issues**19.a. Resolved Issues**

- 19.a.1 We will have a specific effort to create signage.
- 19.a.2 We will have signup sheets for activities/volunteers and carpools.
- 19.a.3 We will create a list of items that the next convention committee must pick up
- 19.a.4 We will have appropriate tools at the convention for setup/tear down.
- 19.a.5 Marion Rice will handle BSA merit badge work.
- 19.a.6 We decided to kill discussions with RPM.
- 19.a.7 We decided that we will not get information on how to get people from the Centerville station and/or BART to the hotel since there is no clean way, and most people will be driving. Individual Arrangements can be made.
- 19.a.8 Rod S. put together a list of local eateries. Rod will put a title on it and we will hand it out at the convention.

19.b. Unresolved Items

- 19.b.1 No unresolved Issues

19.c. Open Action Items

- 19.c.1 Create signage. The Marriot will do all of the Reader Boards. Jim will work out detail with the Marriot on individual room signs.
- 19.c.2 Create signup sheets for activities/volunteers and carpools. (See Volunteer Coordination Action Items) (4/15/09)
- 19.c.3 Create a list of items that the next convention committee must pick up. Tom C will handle. Tom will send an e-mail to all asking them to identify what they brought home from the last convention, how big it is, and where it is now. Tom will compile a list for the next convention.
- 19.c.4 Tom C. to bring appropriate tools to the convention for setup/tear down. (4/15/09)



Rails Across the Bay
PCR Convention
Fremont -2009

February 15, 2009 Agenda
Based on
Punch List dated January 13, 2009

Attendees

Tom Crawford	Tom Blinn	Steve Wesolowski
Jim Long	Stan Keiser	Dave Grenier
Kevin Hurley	Randy Homan	Pat LaTorres
Marilyn Long	Mary Moore-Campagna	Gus Campagna
Mark Schutzer	Dave Parks	Seth Neumann
Paul Hopkins	Rod Smith	Dave Coate
Dave Loveless	Karen Keifer	Dennis Stokely

Table of Contents

1	Venue – Tom Crawford	1
2	Treasurer – Tom Blinn.....	2
3	Publicity – Steve Wesolowski	2
4	Website – Dave Grenier.....	2
5	Layout Tours – Dave Parks.....	3
6	Clinics – Jim Long	3
7	Registration – Tom Crawford	3
8	Prototype Tours – Stan Keiser	4
9	Non Rail Program – Marilyn Long/Mary Moore-Campagna	4
10	Convention Store – Paul Hopkins.....	4
11	Contests – Randy Homan.....	4
12	Switching Contest – Dave Loveless	5
13	Swap Meet/Silent Auction – Kevin Hurley	5
14	SIGs – Seth Neuman.....	5
15	Banquet – Mark Schutzer.....	5
16	Program – Gus Campagna	6
17	Door Prizes – Rod Smith	6
18	Volunteer Coordination – Karen Keifer	6
19	Miscellaneous Issues.....	6

1 Venue – Tom Crawford

1.a. Unresolved Items

1.a.1 No unresolved Items.

1.b. Open Action Items

1.b.1 Get little signs for lighting controls for presenter hosts. (4/15/09) Tom and Jim will work with Jhonie Medina at the hotel to work out details like signs for lighting controls for presenter hosts, and for Room signs.

- 1.b.2 Tom will confirm with Jhonie that although the Longs and (Moore-)Campagnas will pay regular rates, applying to our room count, one will actually sleep in the Suite, and one will sleep in the room adjoining the suite. We will not need a second room on the same floor for this purpose.
- 1.b.3 Tom will confirm that people signing in on Tuesday night the 14th can also get the \$79 rate.
- 1.b.4 Tom will confirm the specifics of room placard sign placement. We need to work out with the Marriott on how lobby signs and other direction signs will be handled.

For the record, our personal event coordinator is Jhonie Medina, phone 510-413-3761. Our Sales rep is Francie Pilling, 510-413-3750.

2 Treasurer – Tom Blinn

2.a. Unresolved Items

- 2.a.1 No unresolved Items

2.b. Open Action Items

- 2.b.1 No Open Action Items

3 Publicity – Steve Wesolowski

3.a. Unresolved Items

- 3.a.1 No unresolved Items

3.b. Open Action Items

3.c. Open Action Items

- 3.c.1 Create flyers for distribution to hobby shops. (ongoing)
- 3.c.2 Ramp up publicity about 6 months prior to convention. (ongoing) We discussed having a blitz in the next week or two, getting e-mails to all non registered individuals who registered in the last 4 years. Steve and Tom will work on the e-mail content. It will be a bullet item e-mail with the reg form attached. Steve will work on getting a similar e-mail to the PCR-NMRA group.
- 3.c.3 Write articles for various newsletters when appropriate, including the PSR newsletter and other PCR Division newsletters. (ongoing) Steve is in the process of doing all the things for publicity, including writing articles for various newsletters when appropriate, including the PSR newsletter and other PCR Division newsletters.

4 Website – Dave Grenier

4.a. Unresolved Items

- 4.a.1 No unresolved Items

4.b. Open Action Items

- 4.b.1 Everyone needs to provide Dave G. with the required information. (ASAP)
Website content is needed for Layout Tours, Contests, Swap Meet/Silent Auction, Company Store, SIGs, Current Daily Schedule, BSA Railroading Merit Badge, and Door Prizes.

Dave got the Non Rail Schedule and the write-ups on the various tours. At this stage of the game Dave has all the information on the site and ready to go with the last push. It doesn't have

everything we would like, but it is a complete website, with all the content we can have at this time.

Dave needed a picture of the convention shirt. A suitably gorgeous model was found, and we photographed her in the shirt and sent the picture to Dave.

5 Layout Tours – Dave Parks

5.a. Unresolved Items

5.a.1 No unresolved Items

5.b. Open Action Items

5.c. Open Action Items

5.c.1 Tour list needs to be finalized. (2/1/09) On schedule.

5.c.2 Tour maps need to be created. (3/1/09) On schedule.

5.c.3 Dave P. will send an e-mail out to all registrants notifying them of all tours, with a mechanism to request maps for the Wednesday layout tours. Tom will send Dave the E-mail address and NMRA ID of all registrants to use for this. It will be similar to how we did the Coast Layout tours. This will prevent the contact information for layouts from being on the web. (4/1/09) Don Morenzi and Bob Osborn are handling the details.

6 Clinics – Jim Long

6.a. Unresolved Items

6.a.1 No unresolved items.

6.b. Open Action Items

6.b.1 Create a signup sheet for presenter introducers (hosts). Jim and Karen are working on this. The host needs to know how to dim the lights and operate the projector. Jim and Tom are working on this. (See Venue Action Items.) (4/15/09)

6.b.2 Provide a final confirmation to all presenters as to exactly when they will be presenting. This is in progress. (3/18/09)

6.b.3 Create Certificates of Appreciation. Jim has drafted a certificate and will take care of it.

7 Registration – Tom Crawford

7.a. Unresolved Issues

7.a.1 No unresolved issues

7.a.2 Buy new ribbons as required (Mary)(4/15/09). Mary presented some options, since “Contestant” is not a pre-existing ribbon. We agreed that Mary would order enough to carry us through a number of years to get a price break on a custom set. After we order them, they will exist and will not be custom in the future.

7.a.3 Get Registration support during convention (See Volunteer Coordinator Action Items).

7.a.4 We agreed that we would get Name badges for Layout owners. Tom will take care of that.

8 Prototype Tours – Stan Keiser

8.a. Unresolved Items

8.a.1 No unresolved items.

8.b. Open Action Items

8.b.1 Finalize details of tours. (ASAP) NUMMI is shut down until next week, so Stan cannot finalize that, but otherwise we are good to go. Tom will reconfirm all the details of the NCRy and Speeder rides.

8.b.2 Get carpool sign-up sheets (See Volunteer Coordination Action Items) (4/15/09)

9 Non Rail Program – Marilyn Long/Mary Moore-Campagna

9.a. Unresolved Items

9.a.1 Given that the NCRy tour is on Thursday, Mary and Marilyn are going to look into switching the Thursday and Friday Non Rail tours.

9.b. Open Action Items

9.b.1 We need to put up a sign-up sheet for Non-Rail activity carpooling. There will also be a copy on the website. (See Volunteer Coordination Action Items)

10 Convention Store – Paul Hopkins

10.a. Unresolved Items

10.a.1 We still haven't confirmed the Convention Cars. Dennis and Steve are working on it, and have a price point of \$15 for the whole thing. We are not going to worry if it comes a little over \$15 as long as we only need to buy what we know we can sell.

10.b. Open Action Items

10.b.1 Get receipt books.(4/15/09)

10.b.2 Get Convention Cars. (Dennis) (4/1/09)

11 Contests – Randy Homan

11.a. Unresolved Items

11.a.1 Bill Scott is very concerned about having two contest rooms for security reasons. We agreed that Tom C., Randy, Jim and Pat will meet at the Marriott with Jhonie Medina to review the rooms and come up with a solution, at 4 PM Wednesday, January 21, 2009.

11.a.2 We need to replace the plaques used last year (Each convention passes on to the next convention what they have left, and then the new group replaces the needed plaques so they have a complete set.) We get the plaques through Daylight Sales in McClellan, CA (Sacramento Area) (ed's note: <http://www.daylightsales.com/>) The award itself is \$10, the plate for the name is \$5, and the logo depends on what we want. We agreed that we liked Devil Mountain's and will try to get that style.

11.b. Open Action Items

- 11.b.1 Create Certificates of Appreciation for First Timer's and for judges to be filled in at Convention. Jim Long will create the certificate and Tom will print them out at the convention. (4/15/09)

12 Switching Contest – Dave Loveless**12.a. Unresolved Items**

- 12.a.1 No unresolved Items

12.b. Open Action Items

- 12.b.1 No Open Action Items

13 Swap Meet/Silent Auction – Kevin Hurley**13.a. Unresolved Items**

- 13.a.1 We need to work out the accounting for the Silent Auction.

13.b. Open Action Items

- 13.b.1 We need a blast E-mail to promote the two. Kevin will prepare the e-mail and Tom C will e-mail it for Kevin to all attendees.
- 13.b.2 Kevin needs the room layout (Tom to provide to Kevin)
- 13.b.3 Kevin needs volunteers (Karen to handle)
- 13.b.4 Kevin asked how many silent auction items were allowed per person. (We didn't answer this one guys.)

14 SIGs – Seth Neuman**14.a. Unresolved Items**

- 14.a.1 We need to get information on Ops Sessions on the Website. Non-regular operators will get priority. How do we work that out?

14.b. Open Action Items

- 14.b.1 No Open Action Items

15 Banquet – Mark Schutzer**15.a. Unresolved Items**

- 15.a.1 We need to find out how it works if we have a plated dinner, but choices. How do we communicate the choices? Tom C. will ask Jhonie about this.

15.b. Open Action Items

- 15.b.1 No Open Action Items

16 Program – Gus Campagna

16.a. Unresolved Items

16.a.1 No unresolved Items.

16.b. Open Action Items

16.b.1 Get Inputs (3/18/09)

16.b.2 Get a letter from the Fremont Mayor welcoming us. Rod will handle this

17 Door Prizes – Rod Smith

17.a. Unresolved Items

17.a.1 No unresolved Items

17.b. Open Action Items

17.b.1 Get Door Prizes (1/31/09)

17.b.2 Create thank you notes to Suppliers (4/15/09)

18 Volunteer Coordination – Karen Keifer

18.a. Unresolved Items

18.a.1 No unresolved items.

18.b. Open Action Items

18.b.1 Create Signup sheets. Karen will send a list to all of the sheets she thinks we need to get comments. On these, please note those for which you need volunteers ahead of time (like for Wednesday or Thursday AM.)

18.b.2 Karen will compose, and Tom C. will send an e-mail to all registrants asking for volunteers for things needed on Wednesday and Thursday AM.

19 Miscellaneous Issues

19.a. Unresolved Items

19.a.1 No unresolved Issues

19.b. Open Action Items

19.b.1 Create signage. (Who – Tom to discuss with Jhonie)

19.b.2 Create signup sheets for activities/volunteers and carpools. (See Volunteer Coordination Action Items) (4/15/09)

19.b.3 Create a list of items that the next convention committee must pick up. Tom C will handle. Everyone who brought something home from the last convention, please let Tom know what it was, how big it is, and where it is now.

19.b.4 Tom C. to bring appropriate tools to the convention for setup/tear down. (4/15/09)

19.b.5 Dave G. to create Certificates of Appreciation for clinicians and first time contest participants. (4/15/09 – clinicians, at Convention – first time contestants.)



Rails Across the Bay

2009 PCR Convention

All Sales- Summary With Choices

As Of Thursday, September 10, 2009

Product ID	Category:	Description:	Count	Sales
110	Fare	Committee Member Chicken	5	\$300.00
110	Fare	Committee Member Salmon	1	\$60.00
110	Fare	Committee Member Steak	12	\$720.00
120	Fare	Before January 31, 2009 Chicken	13	\$1,105.00
120	Fare	Before January 31, 2009 None	11	\$935.00
120	Fare	Before January 31, 2009 Salmon	35	\$2,975.00
120	Fare	Before January 31, 2009 Special	1	\$85.00
120	Fare	Before January 31, 2009 Steak	33	\$2,805.00
130	Fare	Full Fare Chicken	6	\$594.00
130	Fare	Full Fare None	11	\$1,089.00
130	Fare	Full Fare Salmon	11	\$1,089.00
130	Fare	Full Fare Steak	13	\$1,287.00
140	Fare	First Timer Chicken	5	\$375.00
140	Fare	First Timer None	12	\$900.00
140	Fare	First Timer Salmon	11	\$825.00
140	Fare	First Timer Steak	12	\$900.00

Product ID	Category	Description:	Count	Sales
150	Fare	Spouse Chicken	5	\$350.00
150	Fare	Spouse Salmon	15	\$1,050.00
150	Fare	Spouse Special	1	\$70.00
150	Fare	Spouse Steak	4	\$280.00
155	Fare	Banquet Only for Non Participating Spouse Chicken	3	\$135.00
155	Fare	Banquet Only for Non Participating Spouse Salmon	4	\$180.00
155	Fare	Banquet Only for Non Participating Spouse Steak	2	\$90.00
160	Fare	Youth None	1	\$50.00
172	Fare	Day Fare Thursday	1	\$45.00
173	Fare	Day Fare Friday	2	\$90.00
174	Fare	Day Fare Saturday	2	\$90.00
180	Fare	Dinner Speaker-Gratis Chicken	1	\$0.00
180	Fare	Dinner Speaker-Gratis Salmon	1	\$0.00
232	Shirts	Polo Shirt - Medium	5	\$125.00
233	Shirts	Polo Shirt - Large	17	\$425.00
234	Shirts	Polo Shirt - XL	20	\$500.00
241	Shirts	Polo Shirt - 2XL	10	\$280.00
242	Shirts	Polo Shirt - 3XL	3	\$84.00
243	Shirts	Polo Shirt - 4XL	3	\$84.00
252	Shirts	Polo Shirt - Medium-Committee	1	\$0.00

Product ID	Category	Description:	Count	Sales
253	Shirts	Polo Shirt - Large-Committee	7	\$0.00
254	Shirts	Polo Shirt - XL-Committee	6	\$0.00
255	Shirts	Polo Shirt - 2XL-Committee	2	\$0.00
256	Shirts	Polo Shirt - 3XL-Committee	2	\$0.00
260	Shirts	Tee Shirts Steve free	1	\$0.00
261	Shirts	Tee Shirts Steve second	1	\$19.99
310	Cap	Ball Cap	22	\$330.00
410	Car	Convention Car	45	\$675.00
430	Car	Convention Car Decals	7	\$14.00
510	Other	Railpass	3	\$29.85
511	Other	Regional Newsletter	1	\$3.00
520	Other	NMRA Membership, full	4	\$256.00
530	Other	Shipping	4	\$20.00
532	Other	Shipping3	8	\$8.00
543	Other	Advertisement Business Card	2	\$60.00
545	Other	Advertisement-Back Cover in Color	1	\$125.00
610	Tours	Niles Canyon Railway/Brightside Tour	92	\$2,295.00
620	Tours	Speeder Rides in The Canyon	36	\$900.00
640	Tours	Ardenwood Tour (Non-Rail)	9	\$45.00
650	Tours	Niles Tour (Non Rail)	5	\$0.00

All Sales- Summary

As Of Thursday, September 10, 2009

Product ID	Category	Description:	Count	Sales
660	Tours	POSCO Tour	18	\$0.00
710	Meals	Hobo Breakfast	61	\$671.00
810	Swap Mee	Swap Meet Table	8	\$120.00
820	Swap Mee	2 Swap Meet Tables	5	\$125.00
830	Swap Mee	Swap Meet Electrical Power	4	\$20.00
850	Swap Mee	Silent Auction income	63	\$63.00
			Total Sales	\$25,751.84

Badge Ribbon List Recommended

Wording	Print Color	Ribbon Color	Quantity
Board of Directors	gold	navy	5
Chairman	gold	red	1
Convention Committee	royal blue	white	25
First Time Attendee	navy	rainbow	30
Judge	silver	purple	25
Life Member	gold	peach	45
Member Of The Year	silver	maroon	40
Minister	silver	royal blue	1
Presenter	gold	green	25
President	gold	black	1
Rockstar	silver	sunglow	1
Secretary	gold	raspberry	1
Special Guest	gold	white	5
Sponsor	gold	plum	5
Treasurer	gold	yellow	1
Vice President	gold	maroon	1
VIP	gold	hunter green	5
Volunteer	gold	purple	25
blank	(none)	pink	1
blank	(none)	light blue	1
Total Badges Recommended			244

CONTEST MOTION, 2009 MID-YEAR MEETING

That the following changes and modifications be made to the “Pacific Coast Region National Model Railroad Association Contest Directory” and that these changes will be effective with the 2010 PCR Convention contest events.

Section IV. Contest Sponsorship

Add a new Section D: **“There will be a Popular Vote contest for Models, Crafts and Photography. The ballots for this contest will be provided by the convention organizing committee and will be included in the registration packet for each registered attendee. Facilities will be provided in the contest room for attendees to deposit these ballots. The voting for these awards will be closed when regular contest judging begins.”**

Retitle the current Section D to Section E.

Section V. Model Contests

Section C, Section 6.

Change to read: “Maintenance of Way: All types of non-revenue equipment not included in categories 3-5 above, all types of trackwork, all types of **non-revenue** railroad off-track vehicles.

Delete section VIII. Locomotive Performance Contest (Tug of War)

Re-number “Section IX. Photo Contest” to Section “VIII”.

Current Section IX. Photo Contest

Section A. Change to read: “The Photo Contest includes the Print Contest, which is conducted and judged separately. Anyone who fulfills the requirements of Section III may enter **the Photo Contest**.”

This will delete any reference to the Slide Contest.

Section C, Add a new Section 5. **“Working on the Railroad: Color prints of railroad workers in the performance of their duties while working on the railroad. This includes employees of common carrier and private railroads as well as employees and volunteers at railroad museums, but is restricted to full size (12"=1') railroads regardless of track gauge.**

Current Section 5. Change to read: “Color prints of prototype railroad-related subjects not covered in **3 through 5** above. These may include, but are not limited to, images of people (**except as covered in Section 5 above**), isolated details, or rolling stock; flash-assisted or

special effects images; and composite or multiple-exposure images. **Computer enhancement beyond what could normally be performed in the darkroom is not allowed. If there is any question on this, the region Contest Chair will make the final decision.**

Renumber the current Sections 5 through 7 to **Sections 6 through 8.**

Delete Sections E, F & G, all pertaining to the Slide Contest.

Change Section H to **E.**

Add a new **Section IX. Crafts**

A. The Crafts Contest will follow the guidelines of the National Contest, but will be a judged contest. There will be at least two judges, but three judges will be preferred for each category.

Appendix A: PCR Contest Forms.

Delete entry forms for Slide Contest and Locomotive Performance Event (Tug of War). Add entry form, per example, for Crafts.

Photo Contest Judges and Participants Guide

Delete restrictions for use of “light sensitized surface” and allow the use of images created by use of digital cameras and printed on ink jet and laser printers.

Section D. Procedure, Section 8. Add a second sentence: **“Best print of show may be concealed until the awards presentation, if it is known that the winner will be in attendance.”**

PCR BY-LAWS AND MANUAL OF OPERATIONS COMMITTEE

October 2009 Mid-Year BOD Meeting

Attached are two proposed changes to the PCR Manual of Operations based on discussions at the April 2009 BOD Meeting.

One change provides a description of the role of the Membership Manger and Member Services Chair.

The second provides changes to the wording of the PCR Awards to reflect a change to the name of the Division Member of the Year, to change the Past Presidents recognition from a pin to an award and adds the John Allen Award to the official PCR Awards.

Changes to the Manual of Operation require approval of the PCR BOD.

Respectfully Submitted,

Dave Connery
By-Laws and Manual Committee Chair

SECTION 10 – PCR AWARDS

A. The purpose of this Section is to set forth a procedure for recognizing meritorious service within PCR. All awards will be presented at the Annual Convention of PCR.

1. PCR PRESIDENT’S AWARD. Will be sponsored by PCR and shall be given annually for outstanding service to PCR. The selection of the recipient shall be made by the President of the PCR.

2. PCR DIVISION MEMBER OF THE YEAR. Will be sponsored by PCR and shall be awarded annually to a person from each Division for outstanding service. The Director of each Division will select the recipient and notify the Chairperson of the Honors Committee of the selection at least 30 days prior to the Annual PCR Convention.

3. PCR PAST PRESIDENT’S PIN AWARD. To be awarded at the PCR Annual Membership Meeting and presented by the incoming President to the outgoing President. Upon authorization by the Board of Directors at the preceding mid-year (fall) Board of Directors Meeting, the Chairperson of the Honors Committee will procure a suitable pin award and deliver it to the incoming President prior to the Annual Membership Meeting.

4. JOHN ALLEN AWARD. To be jointly sponsored by PCR and the Coast Division, managed by the PCR Honors Committee and awarded at the Annual PCR Convention. Selection of John Allen recipients to be by a committee composed of all previous recipients of the award and to be presented by them.

5. Awards proposed by groups or individuals other than PCR or its Divisions at Annual or Mini-Conventions must have the approval of the Board of Directors. A representative of the group proposing the award will provide the Chairperson of the Honors Committee and the Board of Directors with a description of the award, purpose, method of selection, and intended means of presentation. Upon approval by the Board of Directors, the Secretary will issue a letter to the representative sanctioning the award and stating any restrictions or limitations.

C. MEMBERSHIP DEPARTMENT

1. The Membership Department shall consist of a Manager and the Member Services Committee, Membership Promotion Committee, Member Aid Committee, Education Committee, and Special Interests Coordination Committee. The Manager shall oversee and coordinate the duties of these committees. **Division Superintendents shall appoint, with the concurrence of the Region Membership Department Manager, committee members from their respective Divisions to fulfill the Membership obligations of each Division. Each Division shall forward NMRA dues collected by the Division directly to NMRA.**

2. The MEMBER SERVICES COMMITTEE shall consist of a Chair appointed by the Membership Department Manager in consultation with the President. **The Member Services Committee shall provide Divisions with a current address file for mailings and serve as the interface for PCR with NMRA regarding membership issues. The PCR Membership Manager shall obtain current copies of NMRA reports from the Member Services Chair and provide each Division Membership chair the reports relevant to their respective Division.**

TO: Ron Plies and PCR Board of Directors

FROM: Jim Long

SUBJECT: Tug of War Contest

PCR has a Tug of War contest layout board that has been in my possession for many years. Maybe 6 or 7 years. It has not been used in this time period. The last time I can remember it being used was at the 1994 PCR Convention. It may have been used since then but I don't remember it. I would like to see the Board decide to get rid of this unit because it isn't being used. It does work but it is showing a lot of wear and corrosion from the elements. Some of the meters are broken. Can the Board make a decision about this at the next PCR Board Meeting on October 24?