

FRIENDS OF THE NEVADA STATE RAILROAD MUSEUM

VIRGINIA AND TRUCKEE DIVISION

P.O. Box 1330
Carson City, Nevada 89702



MINUTES OF THE AUGUST 3, 2020 BOARD OF TRUSTEES MEETING VIDEO MEETING – VIA ZOOM

Call to order - Meeting was called to order at 6:05 PM

Roll Call – Trustees present were Rick Kohler, Barry Simcoe, Michael McClain, Bill Kohler, Larry Knack, Rebecca Bevans, Ron Allen, Vern Horton and Amanda Thompson. Representing the museum were Dan Thielen and Adam Michalski. A quorum was established. Also participating were Chris MacMahon, Taylor McCready, Nancy Humphries, and Todd Moore.

Minutes of the June 1, 2020 regular meeting were approved. Motion to approve made by Rick Kohler, second by Ron Allen.

Correspondence – Letter was sent to John H. White, Jr thanking him for a donation of funds to the Friends.

Treasurer's report – See attached report. Motion to approve made by Rebecca Bevans, seconded by Ron Allen. Motion passed.

Larry Knack reported that expenses previously approved for Covid-19 supplies and Plexiglas were not needed. The battery for the motorcar that was approved at the last meeting cost \$20 more than the approved amount. A motion was made by Larry Knack, seconded by Rebecca Bevans that the additional \$20 be approved. Motion passed

Larry reported that previously approved amounts of \$170 and \$420 have been deducted for the Friends quarterly payment to the museum. This was done because the requested expenses were considered museum overhead and did not fall within the Friends mission.

A discussion was held regarding the transfer of funds from the checking account to the money market. Motion made by Rick Kohler, seconded by Ron Allen that \$10,000 be transferred from checking to money market. Motion carried.

Rick Kohler will look into better paying savings plans that would be appropriate for the Friends to utilize.

-Actions of Executive Committee:

None

-Actions of Board

None

OLD BUSINESS –

Capital Campaign Committee-

A discussion was held regarding where to deposit the recent \$1000 donation from John White. It was decided that the funds should be deposited in the regular checking account under a line item restriction that they can only be used for the Lyon project.

-Audit committee-

A preliminary report will be completed soon.

-Bricks –

No report.

-Events Committee –

Rebecca Bevans reported that she will submit the Nevada Day Parade application soon.

-Election Committee-

Dave Brambley has received resumes from three people interested in running for the board.

A discussion was held concerning the possibility of conducting mixed in person and on line board meetings. This would allow greater flexibility for trustees who live remotely. This will probably be able to work and museum staff is looking into what would be needed.

RAIL CAMP –

A discussion was held to determine the status of the 2021 Rail Camp. It was decided that the camp will be held with appropriate steps taken in regards to the Covid-19 situation. The possibility of opening the camp to fewer participants is a consideration. Advertisement for the event will start in October.

FUND RAISING

Adam Michalski said that he will continue to publicize the use of Amazon Smile in the Sagebrush Headlight as space permits.

V&T 150 Committee –

No report.

Interpretive Committee –

No report.

-Membership Committee –

See attached report.

-Motor Car Operations-

Michael McClain reported that both motorcars are running well. The speeder event was a success with participants happy that they had the opportunity to run on museum tracks. The next speeder event will probably be held during the Harvest Train.

Michael is having difficulty finding enough volunteers to cover all the operations. Dan Thielen suggested that fewer runs be made to prevent burnout of the volunteers. Michael will work on developing a revised schedule.

-Steam Train Operations-

Barry Simcoe reported that steam train operations are going well in spite of the Covid-19 restrictions.

-Sagebrush Headlight-

Adam Michalski reported that the second part of Todd Moore's article on the locomotive Lyon will be in the next issue with September as the target for printing.

-Website -

Michael McClain reported that he is continuing to make gradual updates. A discussion was held about the possibility of updating the platform to conform to current standards. Michael will investigate and make recommendations.

-Youth Committee –

No report.

-Other Old Business-

None.

-New Business-

Dan Thielen presented a request for funds from the John Gaffney donation as follows:

Glenbrook air system parts, \$1221.13. Motion was made by Ron Allen to approve not to exceed \$1250, second by Vern Horton. Motion passed.

\$2473.00 for an axle restoration for use on the transfer flat car. Motion made by Ron Allen, second by Michael McClain. Motion passed.

An amount not to exceed \$800 for improvement to the Carson Street museum sign. Motion made by Michael McClain, second by Rebecca Bevans. Motion passed.

Dan Thielen reported that the museum has responded well to the Covid-19 restrictions and is able to manage visitors safely.

There will be a special train on August 15 to commemorate Women's Suffrage. Coach 4 will be used for this special event. Adam Michalski requested not to exceed \$200 for publicizing this event. Motion made by Rebecca Bevans, second by Rick Kohler. Motion passed.

There will be an Event Committee meeting via Zoom on August 17 at 2:00 PM.

Dan Thielen announced that the contract is ready to be issued to complete the 3rd rail on the loop. Hopefully this will be completed by the time of Santa Train operations.

GENERAL COMMENTS –

Michael McClain mentioned that the Virginia and Truckee Railway is starting railbike operations between Carson City to Eureka Siding.

ADJOURNMENT- Motion to adjourn made by Ron Allen. Meeting adjourned at 8:42 PM.

Respectfully Submitted,

Bill Kohler

Bill Kohler, Secretary

**TREASURER'S REPORT - FNSRM REGULAR ACCOUNT
FOR THE PERIOD: MAY 1, 2020 - JUNE 30, 2020**

Beginning Balance @ 04/30/20 \$ 38,646.14

INCOME

Brick Purchases	\$	100.00	
Donations	\$	5,090.00	
Iron Horse Rail Camp	\$	(3,405.00)	Refunds Given
Memberships	\$	4,735.00	

Total Income		\$ 6,520.00	\$ 6,520.00
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EXPENSES

Credit Card Fees	\$	428.39	
Government Fees	\$	100.00	
Membership Chairman	\$	472.50	
Membership - Postage	\$	379.50	
Membership - Printing	\$	379.60	
NSRM - Maint. - Equip Repair & Supplies	\$	1,308.32	
Post Office Box Rental	\$	326.00	
Wood Cords	\$	2,080.00	

Total Expenses		\$ 5,474.31	\$ 5,474.31
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Ending Balance			\$ 39,691.83
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MONEY MARKET ACCOUNT

Beginning Balance @ 04/30/20	\$	25,191.25	
Interest Earned – May - June 2020	\$	1.90	
Transfer from Checking Acct	\$	-	

Ending Balance			\$ 25,193.15
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Respectfully Submitted,

Larry Knack

Larry Knack, Treasurer

August 1, 2020

Dear Adam and Dan,

The current number of memberships for the Friends of the NSRM is as follows:

Seniors	171
Students	0
Individuals	48
Family	93
Senior Couple	133
Sustaining	58
Contributing	5
Patron	3
Benefactor	1
Lifetime	10
TOTAL	522

The number of members for each category is:

Seniors	171
Students	0
Individuals	48
Family	180
Senior Couple	261
Sustaining	97
Contributing	9
Patron	4
Benefactor	1
Lifetime	11
TOTAL	792

Sincerely,

Susan D. Allen
Membership Chairman for the Friends of the NSRM

**FNSRM RESTEAM HISTORY - TREASURER'S REPORT
FOR THE PERIOD: MAY 1, 2020 - JUNE 30, 2020**

Beginning Balance @ 04/30/20 \$10,616.23

INCOME

Donations - Restricted	\$ -	
Total Income	<u>\$ -</u>	<u>\$ -</u>

EXPENSES

Administrative	\$ -	
Total Expenses	<u>\$ -</u>	<u>\$ -</u>

Ending Balance \$10,616.23

Respectfully Submitted,


Larry Knack, Treasurer

July 27, 2020

Memorandum for: Barry Simcoe, President, Friends of the Nevada State Railroad Museum

From: Daniel Thielen, Director, Nevada State Railroad Museum

Subject: John Gaffney Donation

Barry,

John Gaffney donated \$5000 to the FNSRM to intended "to assist in sustaining museum operations during the COVID-19 pandemic. May be used for payroll, operating expenses, etc. No restrictions."

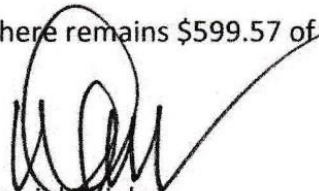
It is proposed that the funds be used to:

- (1) further work on the air brakes of the Glenbrook
- (2) an axle for the restoration of the transfer flat car
- (3) install ventilation fan for the electronic sign at the front of the property

Documentation is attached.

McMaster Carr (Glenbrook air parts)	\$1221.13
McBride Machine (transfer flat car axle)	\$2473.00
YESCO Sign (install vent fan)	<u>\$706.30</u>
	Current request: \$4400.43

There remains \$599.57 of that donation.


Daniel Thielen
Director

← Credit CARD Fee → \$131.00

PURCHASE ORDER
DIVISION OF MUSEUMS & HISTORY

Required Information and Signatures to Request PO.

Purchase Order Number: _____

STATE TAX ID: 88-6000022

(Fiscal Use Only)

NO BACK ORDERS ACCEPTED AFTER 30 DAYS

IMPORTANT: All orders require Purchase Order Number and Approval Signatures.
 The above purchase order number must appear on all correspondence, packages, shipping documents, and invoices.

VENDOR INFORMATION:		SHIP TO:	
Vendor Number: _____		_____	
Name:	McMaster-Carr	_____	
Address:	9630 Norwalk Boulevard	_____	
	Santa Fe Springs, Ca. 90670	_____	
Contact: _____		SEND INVOICE TO:	
Email: _____		DIVISION OF MUSEUMS AND HISTORY	
Phone: _____		FISCAL UNIT	
Fax: _____		412 E. MUSSER STREET STE 2	
		CARSON CITY, NV 89701	

CCdW				
Requestor	Category	GL#	Museum Director/Program Manager Approval (Signature)	
	BA 4216		_____	
	BA 5037		_____	
	Grant		_____	
	Restr Fund		_____	
Date of Request	07/23/20		Administrative Services Officer (Signature)	
Justification/Purpose of Items/Service Needed:			_____	
Air brake parts for Glenbrook. These parts are not available from MSC or Grainger			Fiscal Approval (Signature)	

DIVISION OFFICE USE	PLEASE CHECK APPROPRIATE BOX	YES	NO
DIVISION OF PURCHASING DOES NOT HAVE A MANDATORY USE CONTRACT FOR THIS PURCHASE	<input type="checkbox"/>	<input type="checkbox"/>	
THERE IS ADEQUATE AVAILABLE AUTHORITY FOR THIS PURCHASE	<input type="checkbox"/>	<input type="checkbox"/>	
THERE IS ADEQUATE AVAILABLE CASH FOR THIS PURCHASE	<input type="checkbox"/>	<input type="checkbox"/>	

Quantity	Item Number	Item Description	Unit Price	Total Amount
5	4981T34	Short 90 Degree Elbow Connector	\$54.85	274.25
20	4981T14	Long 90 Degree Elbow Connector	23.32	466.40
3	4981T94	Tee Connector, 1-1/4 Pipe	43.85	131.55
7	45005K257	Union Straight Connector, 1-1/4 Pipe	26.51	185.57
8	7727K293	Nipple Threaded on Both Ends, 1-1/4 Pipe	16.15	129.20
4	4587K541	3/4 NPT Female x Butt-Weld, for 3/4 to 1-1/4 Pipe	8.54	34.16
				-
				-
				-
Grand Total				1,221.13

PURCHASE AMOUNT CANNOT EXCEED TOTAL AUTHORIZED ON THE PURCHASE ORDER

If you have any questions, please contact Dan Thielen at (775) 687-6953 or at dthielen@nevadaculture.org.

Note: Please complete peach highlighted portions of purchase order and forward to DMH at DMHfiscal@nevadaculture.org

PLEASE NOTE: The State of Nevada requires a federal tax identification number for all vendor payments.

VENDOR: NO INVOICES WILL BE PAID WITHOUT THE VENDOR TAX ID NUMBER.

PURCHASE ORDER

DIVISION OF MUSEUMS & HISTORY

Required Information and Signatures to Request PO.

Purchase Order Number: _____

STATE TAX ID: 88-600022

(Fiscal Use Only)

NO BACK ORDERS ACCEPTED AFTER 30 DAYS

IMPORTANT: All orders require Purchase Order Number and Approval Signatures.

The above purchase order number must appear on all correspondence, packages, shipping documents, and invoices.

VENDOR INFORMATION:			SHIP TO:	
Vendor Number: _____				
Name: McBride Machine				
Address: 1345 East Glendale Ave				
Sparks, NV 89431				
Contact: Pat Doyle			SEND INVOICE TO:	
Email: pat@mcbride-machine.com			DIVISION OF MUSEUMS AND HISTORY	
Phone: 358-0201			FISCAL UNIT	
Fax: _____			412 E. MUSSER STREET STE 2	
			CARSON CITY, NV 89701	
CCdW				
Requestor	Category	GL#	Museum Director/Program Manager Approval (Signature)	
BA 4216				
BA 5037				
Grant				
Date of Request	Restr Fund		Administrative Services Officer (Signature)	
07/13/20				
Justification/Purpose of Items/Service Needed:			Fiscal Approval (Signature)	
Necessary machine work for the restoration of the transfer car. Cancel PO # 2020-5037-99 and reissue in Fiscal year 2021			Date	
DIVISION OFFICE USE				
DIVISION OF PURCHASING DOES NOT HAVE A MANDATORY USE CONTRACT FOR THIS PURCHASE			<input type="checkbox"/>	<input type="checkbox"/>
THERE IS ADEQUATE AVAILABLE AUTHORITY FOR THIS PURCHASE			<input type="checkbox"/>	<input type="checkbox"/>
THERE IS ADEQUATE AVAILABLE CASH FOR THIS PURCHASE			<input type="checkbox"/>	<input type="checkbox"/>
Quantity	Item Number	Item Description	Unit Price	Total Amount
1		Turn new axle to sketch NTE	2,473.00	2,473.00
				-
				-
				-
				-
				-
				-
Grand Total				2,473.00

PURCHASE AMOUNT CANNOT EXCEED TOTAL AUTHORIZED ON THE PURCHASE ORDER

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Office Location:
800 B Bennie Lane
Reno, NV 89512
775-284-8167 5167

Nevada State Railroad Museum

Bill To:
Nevada State Railroad Museum
708 Curry St.
Carson City, NV 89701
Dan Thielen
(775) 450-3608

Site:
Nevada State Railroad Museum
2180 South Carson St.
Carson City, NV 89701
Dan Thielen
(775) 450-3608

Account Executive
Mark W Ager

Effective On
06/18/2020

Expires On
06/18/2020

Scope of Work:

NOTE: This will require electronics rates, New rate as of July 1 will be \$120.00/hour
YESCO to install two (2) 4" louvers on each end of monument sign directly under the roof eave. To vent built up heat.
YESCO to install one (1) approx. 3" fan in the south face EMC to help keep this face from overheating.
See photo in Documents

PRODUCT/SERVICE	DESCRIPTION	QUANTITY	RATE	AMOUNT
LABOR	Service Labor	5	120.00	\$600.00
Misc Service Material		1	98.80	\$98.80
			Subtotal	\$698.80
			Estimated Sales Tax	\$7.50
			Total	\$706.30

If scope and terms described in this document are acceptable to you, please sign below and return a copy of this document to your YESCO Account Executive. By signing below, you agree to YESCO's Standard Terms and Conditions, which may be found at www.yesco.com/terms/standardtermsandconditions.pdf.

Nevada State Railroad Museum

Printed Name _____

Title _____

Signature _____

Date _____