

**Board Meeting Minutes of Special Meeting held September 13<sup>th</sup> 2022**  
Location CLRC Clubhouse - 9:00 am Start

Attendees: Herb Koch, Ed Carter, Bob Ciolino, Joe Smolinski, Kevin Barry, Jeff Mills, Ed Zeglicz  
Absent: Swav Korjo

Meeting started at 9:07 am. Delay was due to waiting for Jeff Mills to arrive. Meeting started without him covering topics not critical for Jeff's presence. Jeff arrived 9:50 am.

Item #1: Consent Agenda

- a) Minutes of August 22, 2022 meeting approved by Email – **Joe**
- b) Membership update – **Tabled Bob**
- c) Treasurer's report – **Tabled Bob**

**Discussion Items**

Item #1: Special Open House for Clayton Pape for the Kankakee Model Railroad Club – **Herb**  
**09/13/2022** – This topic was deferred until the October 4<sup>th</sup> Board Meeting.

Item #2: OPEN HOUSES – Critter Hunt, Prizes from RR Merit Badge?) **Tabled – Bob**

Item #3: CLRC Credit Card, CLRC Credit card use Back Shop for purchases, other CLRC credit card purchases, Credit Card Payment to for Retail Store Sales and more – **Bob**

**09/13/2022 – Credit Card Payment Processing for use during Open Houses.**

Treasurer Ciolino reported that he talked with our bank, BMO Harris, and that they can help us take credit card payments for purchases in our Retail Shop. The club would need to make a one-time purchase of a credit card reader for \$230.00. Each transaction fee would be 2.90% per transaction amount plus .30 cents. The use of Square Reader the transaction fee was 2.65% per transaction amount plus .10 cents. By using BMO transaction payments would go directly into our checking account. BMO also will supply their technical support expertise.

Motion to purchase the card reader from BMO and subscribe to their transaction process.

Motion made by Bob Ciolino

2<sup>nd</sup> made by Ed Carter

Vote passes unanimously – Yes 7 to 0 No

**Issuing Club Credit Card**

Treasurer Ciolino next brought up the idea of issuing club own credit cards to Charlie McCarthy and Joe Smolinski to be used for buying parts for the Back shop and paying for advertising and the clubs website applications. After discussing how to limit the clubs liability such as setting a card spending limit a motion was made.

Motion to proceed with providing Charlie McCarthy and Joe Smolinski with club authorized credit card

Motion made by Ed Carter

2<sup>nd</sup> made by Jeff Mills

Vote passes unanimously – Yes 7 to 0 No

**Item #4: Procedure for adding MTH DCS to Lionel TIU.** John Billone is looking to participate more next year and would like to work on the MTH DCS system at that time – **Herb**

**09/13/2022** – Herb reported that John Billone is interested in working on this project and plans to be at the clubhouse more frequently starting next year. Jeff Mills requested Herb to talk with John to determine his level of commitment and to understand what’s changed that will allow him to be at the clubhouse more often.

Jeff was then asked if he would be the management lead for this project. Jeff agreed that he would be the “Point of Contact” to answer questions regarding the project but with John Billone being the technical lead.

**Item #5: Lionel Cab-3 Control System – Hell Gate Bridge Control System – Herb**

**09/13/2022** – Discussion centered on the number of Cab III units that were ordered through Lionel. Herb had ordered 4 units but the club reassessed the number needed and decided only three were needed, two for the club and one for Herb which he will pay for. Herb is to contact Lionel and change our order.

**Item #6: 2023 CLRC Calendar – Herb**

**09/13/2022** – Herb reported that Dan Martinez has the calendar formatted and will be ready for the October Open House. The club budgeted \$723.00 for the calendar and Dan stated he will come in under that.

**Item #7: Review of CLRC Internet Service, Website Updates and Maintenance review and Ideas for using our internet/computer systems. – Joe**

**09/13/2022** – Joe Smolinski stated that he received information from Herb and Bob regarding our internet provider. He then brought up the idea of using the “Cloud” to store all our documents and that members could retrieve them instead of documents being attached in emails. After discussing this the topic it was tabled as there was little benefit to be gained.

**Item #8: CLRC Task List and progress review – Bob**

**09/13/2022** – Tabled until October 4<sup>th</sup> meeting

**Item #9. Condominium Association door update – Herb**

**09/13/2022** – Herb reported that the Condo Association accepted our response regarding their concern that they did not have a key on file for door #3. It only has a keypad. The Condo Association does have a key on file for door #4 which would give them access to our club in case of an emergency.

**Item #10. CLRC Trifold Flyer – Herb**

**09/13/2022** – Herb reported that the flyers are in and available for distribution.

## New Business

**(1). Clubs 30<sup>th</sup> Anniversary in 2023.**

**09/13/2022** - Bob Ciolino mentioned that the clubs 30<sup>th</sup> anniversary would be coming up next year, 2023. In general it was a consensus of the board that a party / luncheon / picnic would be appropriate. Item was slated to be on the agenda for the first board meeting in 2023.

**(2) First Aid Kits Update**

**09/13/2022** – Kevin Barry reported that all first aid kits have been inventoried and restock.

**(3) List of Routine Maintenance Tasks by Date**

**09/13/2022** – Bob Ciolino stated that the club needs a working items list to be performed routinely in Clubhouse by week, month, quarterly, and annually so they are not overlooked. Examples given were AED pads, furnace filters, food permit for diner, etc. .The board agreed and members were instructed to send their input to Herb Koch. Herb would then create a master list.

**(4) Philosophy and Culture of the Board**

**09/13/2022** – This topic was brought up for discussion as a prior board member raised it as a reason for resigning. After much candid conversation the board agreed they could do a better job talking and reaching out to the membership at large. Three specific points were brought up to improve the board’s transparency were:

1. Invite the membership to the October Board Meeting.
2. Restart holding the annual membership meeting.
3. Recruit the open Acting At Large Director from the Membership. Ed Carter was assigned to create a list of qualifications along with an email announcement. Once completed and approved by the board Joe Smolinski was assigned to email this information to the membership.

**(5) Aluminum Can Recycling**

**09/13/2022** - Ed Zeglicz reported that member Howard Spurlin would no longer take our aluminum in for recycling. This effort brought in about \$300 a year to the club. It was mentioned there may be a business on Schoolhouse just passed the CN railroad tracks that recycles. This needs to be researched.

**(6) Decorating the Clubhouse for Christmas**

**09/13/2022** - It was noted that the club will need to start decorating the Club for Christmas beginning early November to be ready for the November Open House.

Meeting Adjourned at 10:55 am.

Motion made by Herb Koch

2<sup>nd</sup> – Ed Carter

Vote – Unanimous - 7 Yes to 0 No

Minutes taken by Joe Smolinski – CLRC Acting Secretary