

**Board Meeting Minutes of Meeting held August 22, 2022**  
Location CLRC Train House - 9:00 am Start

Attendees at Clubhouse: Ed Carter, Bob Ciolino, Michael Fradin, Kevin Barry, Jeff Mills

Attendees on Zoom: Herb Koch, Swav Kojro, Joe Smolinski

Absent: Ed Zeglicz

Guest: Bill Trzaskus

Meeting started at 9:15 am. Delay was due to setting up the hearing volume for the zoom call.

**Item #1: Consent Agenda**

a) Minutes of March 29, 2022 meeting approval – Ed

08/22/2022 – It was noted the March minutes had already been previously approved. No further discussion.

b) Membership update – **Bob**

08/22/2022 – Bob provided the following stats:

- 8 members did not renew from last year
- Currently we have 131 members, 111 regular and 20 long distance
- Last year we had 115 members
- 2023 Renewal will be starting September 2022.

c) Treasurer's report – **Bob**

08/22/2022 – Bob reported the following stats:

- We have \$77,447.08 in the checking account
- The Flaherty donation is currently at \$17,116.00
- We have a \$14,000.00 liability for the new club cars \* (we have sold 26 out of 200)
- Other major expenses coming up include:
  - o Insurance \$2,500
  - o Condo Fees \$2,400
  - o ADT - \$800
  - o Taxes - \$6,000

Bob also noted that he filed the tax forms for 2021. The Fed tax has been accepted and the state was mailed.

Michael mentioned for the benefit of guest Bill Trzaskus that these numbers are for the Board and not to be disseminated. The Board will provide this information to a member or membership if requested.

\*Michael Fradin asked what an Associate Member is as it is used in our new club car order form. After some back and forth discussion among Michael, Ed, and Bob it was decided to table this question for now and add it to the board's next meeting agenda.

**DISCUSSION ITEMS**

Item #1: **Special Open House for Bill Trzaskus** – Bill thanked the board allowing him to come and addressed the board. Bill requested that his senior church group from Elizabeth Seton be allowed to a free special open house on Thursday 12/08/2022. The time would be from 10:30 am until noon. Bill anticipates 20 to 25 people would attend. There are 400 people in the group overall. Bill will create a sign-up sheet in order to track the planned attendance. The CLRC Thursday Work Crew have offered to run trains on the downstairs layout. The upstairs layout would be closed.

Motion to allow the Special Open House.

Motion made by Bob Ciolino

2<sup>nd</sup> made by Herb Koch

Vote passes – Unanimously Yes. 8 to 0

Item 1A: Give out a one-time pass to the senior attendees that will give them free attendance to one of our open houses in 2023.

Made by Bob Ciolino

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

Vote Yes - Bob Ciolino, Jeff Mills, Ed Carter, Michael Fradin, Kevin Barry, Swav Korjo

Vote No - Herb Koch, Joe Smolinski

Vote passes 6 to 2.

Item #2: OPEN HOUSES – **Bob**

08/22/2022 – With our September Open House just around the corner Bob re-iterated the need for help. See Item 8 for more information on this topic.

Item #3: Thirty-Second car, beer car – **Jeff and Herb**

08/22/2022 – Jeff Mills reported the disappointment that Lionel will use black molded plastic for the door rails instead of the same lime green of the car itself that they supplied to us and we approved in the contract. The black molded plastic material is unable to accept paint. This is what Lionel will be using going forward. A January 2023 delivery is anticipated. No further action on this to be taken at this time.

Item #4: Procedure for adding MTH DCS to Lionel TIU – **Michael**

08/22/2022 – Michael stated this is ready to be scheduled for testing. Michael will schedule time with Jeff Mills and Jim Simmons.

Item #5: Lionel Cab-3 Control System – Hell Gate Bride Control System – **Michael**

08/22/2022 – Michael stated that Lionel is having technical issues and shipping will probably be delayed until 1<sup>st</sup> quarter of 2023. It is also not known if CLRC will be a beta tester. Michael requested Herb to place an order ASAP of 3 units for the club. Two for the club and one for himself.

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

08/22/2022 – Michael informed the board that the printer he used last year has gone out of business. He has now been working with member Dan Martinez from PS Printing to print our tri-fold brochures and 2023 calendar. Michael is expecting the brochures this coming week and the calendars to be available for the October open house. Bob said \$730.00 was budgeted for the 2023 calendars.

Item #7: Advertising for the September and balance of season Opens houses – **Joe S**

08/22/2022 – Joe reported that advertising on the Patch went from \$1 a day per village / city to \$2 a day. This means if we continued to advertise on just the “local six” (New Lenox, Frankfort, Orland Park, Tinley Park, and Joliet) our advertising cost would go from \$42 per open house to \$84. Likewise if we continued to include our six northwest suburbs (Downers Grove, Plainfield, Homer Glen, Westmont, Lagrange, and Westmont) our advertising cost per open house would go from \$84 to \$168 per open house. With the advertising budget at \$1,000 the board discussed a variety of options. At the end the end of the discussion to board came up with a hybrid solution which also would increase the advertising budget.

The agreed upon solution was:

September Open House	Local Six	\$84.00
October Open House	Local Six	\$84.00
November Open House	Local and Northwest Six	\$168.00
December Open House #1	Local and Northwest Six	\$168.00
December Open House #2	Local and Northwest Six	\$168.00
January Open House	Local and Northwest Six	\$168.00
February Open House	Local and Northwest Six	\$168.00
March Open House	Local Six	\$84.00
April Open House	Local Six	\$84.00
May Open House	Local Six	\$84.00
Total		\$1,260.00

Motion to increase the Patch advertising budget to \$1400.00 and to adopt the schedule list above for our open houses.

Motion made by Joe Smolinski

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

Vote passes – Unanimously Yes. 8 to 0

Item #8: Recruiting people to help at open house. **Bob**

08/22/2022 – This is an extension of item 2 but generated much more discussion and ideas. Bob started the discussion by saying that we need another profit center (income generator) during our open houses. With the Backshop getting caught up maybe we should advertise to guests to bring in their repairs.

Michael Fradin suggested we come up with themes for open houses like steam engine day, Halloween, etc.

Another thought offered up was to stagger the members train run time beyond the current schedule normally used (9 am to 11 am, 11 am to 1 PM, 1 PM to 3PM) to provide more train variety viewing for our guests.

Using the Beltline as a staging areas and using the draw bridge generated a great deal of enthusiasm. This of course would need to be tested before using during an open house.

At the end of the discussion it was agreed to table this for now but to bring back the topic for further discussion and refinement.

Item #9. Tom McMahon and Pullman update – **Kevin**

08/22/2022 –Teri Gates, Site Superintendent has made a formal request to Headquarters: National Park Service to engage in a conversation with Warner Brothers relative to the licensing of the movie Polar Express and the construction of a layout related to it. With attorneys on both sides needing to come to an agreement on this arrangement this topic is being tabled for now.

Item #10. Liability issues of Members, Board members and CLRC regarding Open House Activities. Follow-up meeting with insurance agent – **Bob**

08/22/2022 – Bob reported that this was a topic that former board member Joe Oster brought up. Bob provided that the club has a \$3 million liability policy for club related activities. If a member commits a non-club related issue that member is not covered. Bob also noted that the Backshop has a separate \$10,000 damage policy.

Item #11. CLRC Task List and progress review – **Bob**

08/22/2022 – Bob went through the task list. Here is recap per line item:

- Gift Shop refurbished. Done - \$257 over budget
- Bathroom floors have been scrubbed and wax – Thank you Bill T.
- All floors should be scrubbed
- The ceiling fan in the bathroom closest to the diner has been fixed.
- Diner has been painted. All work has been completed except for the Formica countertop.
- Front Door – Two kick plates will be installed.
- Joe Oster has a copper kick plate to install on the Backshop door.
- Stairway walls have been painted by Tommy Zeglicz
- Lockers have been painted, cleaned, and organized
- Swav will add windows on the caboose
- \$400 are still budgeted for the Flying Swing for the upstairs layout. The Pirate Ship has been removed from the budget.
- Overall \$6,300 was budgeted for discretionary projects but only \$1,598 has been spent.

Item #12. Review of CLRC Website Program and Reimbursement Request – **Joe**

08/22/2022 – Joe informed the board that the cost for the Wix software tools used to maintain our website increased by \$75.00 in July. The total annual cost is now \$303.72. Last year the cost was \$228.72

Item #13. Naming funds in the checking account for future use, i.e., expansion.

08/22/2022 – Bob stated it was important that we document and designate specific funds in our checking account for capital improvement / expansion for future use. It is important that we memorialize these intentions in our meeting minutes. Having said that a motion was raised to that we “Establish a fund for capital improvement / expansion over the next 10 year at up to 40% of the value of our checking account.”

Motion to set up this Fund

Made by Bob Ciolino

2<sup>nd</sup> made by Kevin Barry

Vote passes – Unanimously Yes. 8 to 0

#### Item #14 - New Business

NB Item 1. Michael Fradin stated there are 10 to 15 Polar Express engines (no tenders) in the locker the club shares with Bill Herrndobler. After much discussion it was decided to first sell the ones that work during an open house on the rolling cart while at the same time try to locate tenders to pair up with the engines.

NB Item 1A. The caboose locker was discussed next. It was noted that half of the locker belongs to Ron Foster and the other half belonged to Al Havlicek. The Havlicek Family donated Al's trains to Ed Zeglicz. The lockers are being managed so there is follow up needed here. With the Flaherty donation winding down this should give Ed time to determine his next steps for the Havlicek donation.

NB Item 2. Kevin Barry suggested that all the members should be sent the Christmas Flyer and have them print two copies. These copies should then be placed in local stores they go to. Bob Ciolino will send the flyer to Joe Smolinski who in turn email the flyer with instructions to the membership. Joe will send this out after Halloween.

NB Item 3. Kevin suggested we set the next board meeting now. The next meeting will be Tuesday 10/04/2022 at 9 am at the clubhouse.

NB Item 4. Bill Trazakus noted that some of the products in our First Aid kits have expired. Kevin Barry is to assess and replace all expired products.

NB Item 5. Jeff Mills suggested that we check with the membership if their Medical and Emergency contact information is up to date. Joe Smolinski will send the membership an email with the form asking them to bring the updated form to the clubhouse in a sealed envelope.

NB Item 6. Bob Ciolino stated he got a call from Jerry Gerard who said the Saturday Night run crew were not happy being told to leave the clubhouse by Herb Koch. This action was being taken because three members came down with Covid on Saturday and there was concern for their health. Since this crew had already been exposed they wish they were given a choice to stay or leave. Upon reflection Herb agreed.

Meeting adjourned at 11:45 am.

Minutes taken by Joe Smolinski – CLRC Secretary