

# Friends of the Cumbres and Toltec Scenic Railroad

## Board of Directors Meeting – Albuquerque Marriott Courtyard

**October 30, 2021**

**Call to Order:** Meeting was called to order at 9:27 AM MDT by Don Stewart, Chairman

**Present:** Don Stewart, Chairman; Tim Tennant, President and CEO; Bill Lock, Founder; Greg Coit, Membership Chair; John Eng, Project Committee Chair; Dan Pyzel, Collection Committee Chair; John Ferrell, Interpretation Committee Chair; Ed Beaudette, Scott Hardy, Ian Kelly, Tom Stewart, Jim Herron, Nominating Committee Chair; and Wayne Huddleson, Bill Kepner, Secretary attending via Zoom. Also attending Katharina Root.

**Minutes:** Bill Kepner, Secretary

**M/S Stewart/Huddleston to approve** the minutes for June BOD Minutes, and July 22, August 12, September 16 ED Committee Meeting Minutes (U).

### ***President's Report***

- Osier Fire: Ed reports restoration group (ServPro) on site since 2<sup>nd</sup> day after the fire. Damage worst bakery side of kitchen, utility area across also suffered serious damage. Smoke damage inside, sheet rock must all be replaced in restrooms and sheet rock contractor should start in the next week. Goal is to have eating area and restrooms back in service before start of operations next year. Kitchen will take more time. Insurance adjusters heavily involved. Most of the reconstruction will be covered by insurance, the railroad has \$50,000 deductible which may be covered by a special appropriation by New Mexico legislature which has been well received.
- 2021 ridership: 37,739 which is 92% of 2019's number; significantly better recovery than anticipated. Because of some changes, revenue was very close to 2019, with 10% or 12% less train miles. Feel performance was quite good.
- Gifts (from separate document): Bob Meckley \$10,000 for work session support, Pending Estate Gift: Samuel Schechter estimated amount that has not arrived yet - \$153,500
- Work Session Food Costs: Looks like costs are being covered
- 168 Charter: Don comments it was fun, everyone good spirits.
- Q4 is typically busy, membership renewals, PNGPF letter at printer, Calendars are out. Revenues usually spike at end of year.
- MailChimp analysis: Open rate 42% to 67% which is comparably good.
- Giving Tuesday is November 30 nationwide. Katharina will be post on website.
- Some challenges during year, but much more pleasant than 2020.
- Safety incident: Bob Conry was involved in a safety incident on a table saw in the carpenter's shop in Chama but fortunately he did not lose any fingers. The incident is being investigated.

### ***Victorian Steam Event Report – Don Stewart***

- A lot of planning by a lot of people. Many compliments. Antonito looked great.
- 463's original numberboard presented by a visitor who found it at Gene Autry's ranch.
- Merchandise : Sold almost everything we had.

### ***Membership Report – Greg Coit***

- Peak membership 2604 members in 2016, gradual decline since then. Part of that peak was complimentary memberships to Parlor Car riders.
- Started year at 2159 members, as of October have 2138 presently.
- Signed up about 40 new members. Many new signups, but losing existing members.
- Classic Trains advertisement, purchase mailing list.
- Develop Social Media program – Person or contract with firm. Work with Abigail Martinez.
- Monthly meetings to engage non-active members and retain
- Attend trainshows – Northern Colorado in November, April in Denver.
- Suggestion to do In-person meetings again in local areas (Denver, Texas, California)

### ***Finance Committee Report – President Tim Tennant***

- Overall think we're doing okay through first 9 months.
- Challenging year to budget – Did not know how work session response was. Donations are off, should pick up in 4<sup>th</sup> quarter. Revenues slightly above plan.
- Expenses over plan, website maintenance, E-Blasts were not budgeted. Work Session materials, food, over anticipated costs because more volunteers came than planned. More than usual of those are first-timers.
- Charitable donations – holdover gifts, sent out amount that were received this calendar year.
- Deficit for year is \$69,967 as heading into 4<sup>th</sup> quarter.
- SORFA – As of September 30, account is at \$267,066, Taken in 97,629, expended \$167,428.
- Cash Balance – Unrestricted \$265,168, down from from \$297,478. But still good for this time of year.
- Balance Sheet – Total Assets at \$1,850,614.

### ***Development Committee Report – Caroline Tower***

- Contributions received: \$125,815 this year (Jan 1- September 30)
- Work Session support and major projects getting significant part over operating.
- PNGPF raised \$1.6M since beginning in 2014.

### ***Interpretation Committee Report – John Ferrell***

- Phone App Rollout – owned by Railroad, but piggybacked. Also used by TABB (Tracks Across the Boarder), since Railroad's part isn't complete no broadcast of availability.
- Cinema Car – Looking for boxcars to host exhibit, multiyear project to restore. Would provide excerpts of movies shot on Railroad.
- Discussion – Any chance of future museum car in Antonito? Maybe an exhibit on Valley Lines. New 3-rail NG boxcar is slated to be railroad storage. Maybe store that in other location and use that boxcar for a museum or cinema car exhibit.

### ***Docents Report – Tom Stewart***

- Trying to do consistent training. Might have 42 Docents training, that have had random; The will do a Teams virtual meeting sometime this Winter for re-training. Railroad has allowed Docent Training during Engineer Schools. Only opportunity for Docents to share.
- Tips: Sometimes sent to ABQ office, sometimes given to Railroad crews.
- 3 Docents now live in Antonito/Alamosa area, big improvement as less bus riding.
- Get one of the Docents Coordinators on the Board? Help bring the whole group together. Perhaps fill a vacancy.

### ***Technology Committee – Tom Stewart***

- Confusion on whether this committee was officially recognized
- Make it easy to use technology within the Friends, entire membership
- Look at expanding network access to Osier and Cumbres

### ***Collection Committee Report – Dan Pyzel (with information from John Eng)***

- Two tank car hulks have arrived in Antonito. These will be combined to create one frameless car.
- Wheels/Axles may become available
- Need to update priority list of restorations, condition, location. Projects Committee will establish a subcommittee to define needs and understand realities. Provide Commission with a recommendation.
- A long-term question, given the size of the current collection: Would the Friends support a full time restoration staff?
- Contributing vs No-Contributing assets need to be distinctly categorized.
- Multiple databases exist (inventory vs maintenance records), but needs updating.

### ***Projects Committee Report – John Eng***

- Restoration projects, Sublette: Damage was more serious than anticipated. Plywood has spalled and backside of roof was about to fall in. Fixing delayed expected work for 2021. Log Bunkhouse has serious issue a backside log. Scheduled 4 sessions in 2022. Shingle bunkhouse needs less work: door, foundation covering.
- Time Accounting web application in service to post time against projects
- Eagle Scout in Pagosa Springs creating a signboard located 10ft from Track 1 in Chama.

- Proposed 2023 Work Session Dates Discussion: Need to finalize dates now so that Team Leaders can review projects in the summer of 2022. Want to select dates to provide opportunities for the most volunteers; schools start in August, end in mid-May. Only June sessions currently allow that. Need regular sessions to start on Monday, and run through Friday. Special sessions may include weekends. The board decided to recommend moving sessions E and F so to not impact the railroad's ability to fill the train during that time.
- **2023 Schedule approved by Board:**
  - Session A: May 22-26
  - Session B: May 20-June 2
  - Session C: June 19-23
  - Session D: June 26-30 (overlaps with 4<sup>th</sup> July weekend)
  - Session E: July 24-28 (moved from previous week)
  - Session F: August 1-5 (moved from proposed Session E date)
  - Session G: September 25-29
  - Railroad may not open in 2022 until mid-June. Board does not see any problems starting sessions beforehand.
- Time Accounting Application Demonstration– Browser application, team leader enters time each volunteer on his team worked. Currently requires project number.
- Project Committee Software Proposal – Existing home-grown software to track work session registration is approaching "End of Life" (i.e. will become unsupportable due to obsolescence). Phase 1: Proposal to hire external consultant to integrate our processes with Salesforce existing functionality. Currently the office staff duplicates work when processing registrations. Expecting cost will be \$15,000 one time charge to implement, with approximately \$1500 yearly service fee. Advantage of doing this is that we have a fully supported solution and offloads the office staff of some duplicate work. Members could register completely online and pay with credit card. Phase 2 will also upgrade Purchase Order tools, to be addressed next.

**M/S Huddleston/Lock** motion to allow the expenditure of up to \$18,000 to hire consultant to create Salesforce integration to replace homegrown software. Discussion around possible further use of Salesforce applications including eventual replacement of FIDO.(U)

- Work Session Lunches: Is Chama Lunch Program still viable? We need Food Service Coordinator and Team Leaders for each session. To what extent is contractor viable? In Chama for 2021, only 2 Team Leader stepped forward, 2 others were asked to help. With change to New Mexico food preparation laws where license is required, it will no longer be possible to make food in current facilities. It is not possible for one person to setup bare minimum supplies (coffee, etc). More likely 3 volunteers for large work sessions; food handlers must have high standards of cleanliness.

Could we contract with Osier Kitchen? We still need a coordinator. We really have no choice, we have to have a solution, regardless of the cost. There aren't enough restaurant seats in Chama. Hire a food truck? Hire a local person? Still need a coordinator. Ideally we should have a Committee by March 1. The board can't solve the problem. The Projects Committee has no solution.

Ed and Tom are looking for local opportunities and will report any success by the end of the year and if nothing is working we'll look for another plan.

### ***New Business – Don Stewart***

- Location of March meeting (March 19, 2022). We decided to go back to regular schedule, Albuquerque in Spring, Colorado in Fall (October 29, 2022).
- June 18 meeting in Chama, with train to Cumbres June 17 (Friday night).
- Restoration of 6200 flatcar to exchange with Durango and Silverton for 2 rotary train boxcars. Create a rider car because they don't have one. Railroad would supply car and pay for the material.
- Antonito CRF shelter extension, project on hold for lack of funding. Wayne points out we have \$500K in bank, and costs won't ever be less. Project will need new quote, a guess is that it will cost around \$80,000. Would need to negotiate schedule and timing, Would impact sessions as the area in front of building would be blocked, but the facility could still be used for. Perhaps foundation work could be done in the fall with the structure erected in the Spring.

**M/S Huddleston/Lock** motion to authorize up to \$80,000 from temporary restricted funds to start the roof extension project on Antonito CRF and to authorize John Eng's to start working with the contractor to define specific requirements and work out execution plan. Discussion: Use of existing unrestricted funds or add to end of year funding request letter? How would we approach existing committed donor(s) for project? Tim to initiate request with letter confirming that the board has sanctioned the project. (U)

**M/S Stewart/Lock to adjourn at 2:25 PM MDT**

**Bill Kepner, Secretary**