

MINUTES
HOTRAK EXECUTIVE
7:00 PM, 28 September 2017 - St. Anthony's

1. The President called the meeting to order at 19:02. Members present were Bob Elliot, Garry Comber, John Lobsinger, Dick Steele, Pat Brewer, Mark Mombourquette, Paul Anderson, Doug Bridgewater; regrets were received from Bill Noel and Bernie Goodman.

2. The draft agenda circulated prior to the meeting was approved as circulated.

3. Approval of Minutes of Prior Meetings

a) there was a brief discussion of the need to approve for the record the Minutes of the May, 2017 meeting and of the 2017 Annual General Meeting. The Secretary's versions of these minutes have previously been circulated, but only in PDF format, which does not permit modification. In view of the delays to date, Garry Comber offered to send a revised version to Exec members including all the comments received thus far on the draft AGM minutes. Exec Members should comment on this version so that Bob Elliott can consolidate any comments and circulate a final version for Executive approval and distribution to the Membership ASAP.

b) draft Minutes for the September 11 were discussed. The Secretary will consolidate comments and present a final draft to the next Executive meeting.

4. Secretary

The Secretary had nothing to report other than his frustration trying to prepare a PDF version of a new Action Register for the Executive. A helpful suggestion was received in this regard.

5. Treasurer

Dick Steele reported that membership renewals were filling the club account: at the moment, before paying its insurance bill for the coming year, the club has approximately \$2500 in its current expenses account and a further \$3300 in its 'reserve/emergency' account. Dick also noted that, with changes in membership of the Executive, it would be necessary to change the individual signing authorities for the accounts. As a result, it was

Moved by Dick Steele, seconded by Doug Bridgewater and unanimously approved:

"That the Treasurer investigate requirements and take such actions as necessary to arrange for the current President, Vice-President, Secretary and Treasurer to sign for the Club bank accounts, according to Club procedures."

There followed a discussion as to whether or not it would benefit the Club to have its 'reserve/emergency' account managed to gain a better return than the very modest amounts currently paid on savings accounts. As a result, it was

Moved by Dick Steele, seconded by Bob Elliot and unanimously approved

"That the Treasurer investigate and report back to the Executive on the potential for higher interest investment vehicles for the Club's savings, and any possible disadvantages involved."

6. Membership Coordinator

a) Pat Brewer informed the Executive that Club membership now stood at 50 members, including 3 associate members. Only 6 previous members have not yet renewed.

b) Pat informed the group that there had been three expressions of interest in membership, the first from Steve McKenzie, the second from Dilip Chinakonda and the third from Sastri, last name unknown. The first two individuals had visited a club set-up and had expressed a strong interest in being part of the club; the third individual had seemed more interested in getting help to build a model railroad for his grandchildren. It was then

Moved by Pat Brewer and seconded by Mark Mombourquette and unanimously approved

“That Steve McKenzie and Dilip Chinakonda be approved as probationary members.”

Pat will follow up with the third individual to explain the club better and determine whether he would be a suitable member.

c) the position of Orientation Coordinator remains vacant, although Pat is speaking with several individuals about it, given that two new Probationary Members will be requiring support as they make their way through the Orientation Programme.

d) Pat informed the Executive that Steve Adamson had arranged for Chris Lyon to present a clinic at the October set-up on weathering locomotives. Pat will ask Steve to circulate details to the membership.

7. Vice-President: absent - no report

8. Chief of Operations - absent - no report.

9. Communications Coordinator

a) Mark Mombourquette asked who was responsible to change the Club's public contact on the website, to align it with the revised Executive position responsibilities. Bob Elliot undertook to make the change.

b) He also asked for information regarding passwords for Club sites, which John Lobsinger said he had from John Scollick and would pass along to him.

c) Finally, he noted that he would be absent for several weeks.

10. Road Foreman

a) Paul Anderson informed the Executive that an e-mail message had been sent to the membership to determine if there were members who would be interested in constructing and owning corner modules with the club's larger radius, but that there had been no replies. Bob Elliot undertook to send a follow-up message to the membership.

b) Paul also informed the group that a Digitrax DCS 200 power supply had been located and ordered at a cost much lower than in the 2017-18 budget. [NB: the day after the meeting Paul informed the Executive by e-mail that the DCS 200 had cleared Canadian Customs and would be available for future set-ups.]

c) Paul noted that Greg Matthews had not started the scenic'ing of the Fallowfield module, but had displayed two options for this at the September set-up. It was reported that most members had preferred the 'modern' option with the OC Transpo transit way and parking lot, and brief discussion brought forth that most Executive members agreed with this, so Bob Elliott will inform Greg that he should start the work, hopefully to be completed in time for the Club's display during the Ottawa Layout tour on October 21.

d) finally, Paul informed the Executive that he had purchased some additional joiner tracks, as it had been mentioned to him that the Club's supply was short.

11. Operating Sessions Coordinator

a) Doug Bridgewater informed the Executive that staffing for the October set-up was proceeding, but that he would be away for the November set-up and so needed someone to cover his responsibilities for him. Bob Elliot agreed to do this.

b) Doug indicated that no one had come forward to design the January, April and May layouts and that he would message the membership shortly to get volunteers. Paul was asked if he would do the OVAR layout and said he would if no-one else volunteered.

c) there was a short discussion of responsibility for a possible workshop to train interested club members in using XtrkCad to design layouts for club set-ups. It was agreed that the Operating Sessions Coordinator would be responsible and that Doug would message the members to determine interest.

12. Past President

a) Garry informed the group that plans for the Ottawa layout tour were proceeding and that, in addition to the public tour on October 21, two further days of visits to exhibiting layouts would be held on November 4 and November 18. The November visits were not public but were limited to those who had volunteered by helping out during the October visits.

b) Bob Elliot said that he wondered if it was known that HOTRAK was officially supporting the layout tour. Therefore, it was

Moved by Bob Elliot, seconded by Garry Comber and approved unanimously
"That HOTRAK officially supports the October layout tour as an official club activity."

13. Next Meeting

a) it was agreed that the next Executive meeting would take place on November 6 and

b) that the Secretary should use the web service Doodle to identify peoples' availabilities for a December meeting prior to the January OVAR set-up.

14. It was

Moved by Doug Bridgewater, seconded by Garry Comber and approved unanimously
“That the meeting adjourn at 21:07.”