

# THE MINNESOTA STREETCAR MUSEUM

## Meeting Minutes.

Board of Directors Meeting

Saturday – June 4, 2016

George Isaacs Car barn – MSM Library & Office

Minneapolis, Minnesota

<b>Directors Present:</b>	Aaron Isaacs	Bob Bayers	John Dillery
	Ben Franske	Dave French	Karen Kertzman
	James Vaitkunas		
<b>Directors Absent:</b>	Holly Wetzel	Darel Leipold	Joe Young
<b>Others Present:</b>	Keith Anderson	Bill Arends	Todd Bender
	Tim Crain	Dick Zawacki	Bruce Gustafson
	Jim Kertzman		

**Call to Order.** The meeting was called to order by Board Chair **Aaron Isaacs** at 9:08 AM. Corporate Secretary **Jim Vaitkunas** reported that with seven Directors present at this meeting, we have a quorum to conduct official Museum business.

**Approval of the Agenda.** The draft agenda was approved.

**Approval of Minutes.** Minutes of the Board of Directors meeting held on February 6, 2016 and March 19, 2016 were approved with no changes.

**Board Chair's Report.** Chair **Aaron Isaacs** reported that the Museum will incur some additional expenses in the next few weeks. The projects that will require addition funds include: installing the air conditioning units in the Museum's library and office; and, to comply with the findings coming out of the inspection by the Minneapolis Fire Marshal, several items were purchased and exit signs need to be installed at all the exits.

**Corporate Secretary's Report.** Corporate Secretary **Jim Vaitkunas** reported that the Museum's membership has increased, with approximately 20 new members joining since the first of the year. Most of these joined in April and May when they signed-up for and started their Operator training.

**Vaitkunas** then reported that the Board needs to approve the minutes of the MSM annual meeting held on March 19, 2016. Draft was previously sent o/a April 15, 2016 and again on June 3, 2016. After brief discussion, the following motion was made.

<p><b>MOTION:</b> Made by Dave French; 2<sup>nd</sup> by Ben Franske The minutes of the MSM Annual Meeting held on March 19, 2016 are approved. <b>VOTE:</b> YES – 7; NO – 0. <i>Motion approved.</i></p>
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MINUTES  
MSM Board of Directors Meeting  
Saturday – June 4, 2016

**Electronic Votes taken since the last Board meeting.**

Corporate Secretary **Vaitkunas** reported that there was one motion made and vote taken by e-mail. The motion was made on April 1, 2016 and read as follows:

“The new MSM library, archive room and office will be named in honor of Russell L. Olson, MSM’s historian for over forty years.”

The recorded vote via return e-mails from the Directors was: YES – 10; NO – 0.

The following motion was then made.

<p><b>MOTION:</b> Made by Bob Bayers; 2<sup>nd</sup> by Aaron Isaacs The electronic vote conducted on April 1, 2016 is approved without change. <b>VOTE:</b> YES – 7; NO – 0. <i>Motion approved.</i></p>
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**Treasurer’s Report.** Treasurer **Keith Anderson** first conducted a review of the Museum’s finances for the first quarter of FY 2016 using the cash balances report for the period January 1 to March 31, 2016. He then conducted a brief overview of the Profit & Loss by class report for the first quarter of FY 2016. Copies of these reports were given to those Directors wanting them and the reports are attached to these minutes. In reviewing the profit and loss report, **Anderson** pointed out that for the first three months of FY 2016 the Museum had a loss of \$1,325.76. This is typical for this time of year when large bills come due but the Museum isn’t operating and has no income other than dues and donations.

Discussion then occurred as several Directors had questions related to specific items in the report. These were all explained to the satisfaction of the person with the question.

Vice Chair **Dave French** made a comment on charters stating that he recommends that the Museum establish a marketing plan for streetcar charters since it appears the number of charters booked is declining. The Directors agreed and Director **John Dillery** suggested that we should have advertising car cards in all our streetcars telling our passengers that charters are available, fun and reasonably priced.

**General Superintendent’s Report.** General Superintendent **Bruce Gustafson** rendered his report referring to a read-head that he had sent prior to this Board meeting. The full report is attached to these minutes. Some salient points he made during his report were.

- This year’s training program is going along extremely well. While we had hoped to graduate some of the trainees by Memorial Day, that hasn’t happened for a variety of reasons. One of the trainees has graduated and several others are close to graduating. **Gustafson** heaped praise on **Dave Higgins, Rod Eaton, Bill Graham** and several others for their hard work on getting our new Operators trained.
- At Excelsior, merchandise sales have picked up noticeably now that selected items are displayed in the Excelsior carbarn.

MINUTES  
MSM Board of Directors Meeting  
Saturday – June 4, 2016

- Safety has received special emphasis at this year's new Operator training and returning Operator re-certification. Gustafson also reported that John Dillery has agreed to be the Superintendent of Safety for the Museum.

**Safety Report.** Superintendent **John Dillery** reported that he has been collecting ideas and suggestions from Museum volunteers and evaluating them. **Dillery** reported that listing his name and soliciting input from the volunteers was a good move because he's received responses from several volunteers. He has received 29 suggestions so far and he considers around 11 of them worthy of being pursued.

Discussion then ensued on several safety-related topics including the new requirement for the rolling brake test whenever the direction of the streetcar changes.

**Keith Anderson** suggested that it's a common practice in construction and other trades for the Foreman or crew leader to have a "safety minute" discussion with all the workers prior to the start of the work session or work shift. This is also sometime done in office meetings. The intent is to instill in the workers/participants a culture of safety that permeates throughout the organization. The Directors all concurred that MSM should institute this "safety minute" concept. Operations Chief **Bruce Gustafson** stated that he'll send the Foremen a directive to have this minute safety session at the beginning of a shift.

**Excelsior Streetcar Line Superintendent's Report.** ESL Superintendent **Todd Bender** rendered the ESL report in written form previously (attached to these minutes) and was present to answer any questions. Bender made brief remarks on his report. There were no substantive questions on his report which was acknowledged by the Board with thanks.

**2017 ATRRM Annual fall meeting.** Chair **Aaron Isaacs** gave the Directors an update on the status of planning and coordination of the 2017 ATRRM fall meeting, which will be hosted by our Museum. October 4-7, 2017. Preliminary conference planning is well along with the hotel selected and the conference schedule in draft form. Coordination of the food is continuing and is a critical component of the conference budget. **Rod Eaton** and **Tim Crain** have been doing excellent work in coordinating the food arrangements for the conference. Very shortly, **Isaacs** will start work, with help from others, in soliciting participation in support of the 2017 conference from sponsors and vendors.

**Policy on honorary memberships and memorializing major donations.** Chair **Isaacs** refreshed the memories of those present regarding the issue of naming Museum buildings, rooms within buildings, places on Museum grounds for a Museum member or a friend who donated substantial amounts of funds or materials.

The issue of naming things in honor of someone came to the fore when the daughter of former member **David Boone** contacted the Museum. **Boone** died around 1999 and donations were sent to the Museum in his name. According to the daughter, at the time someone (no one can now remember who) from the Museum (then still a part of MTM) agreed to name the passing siding switch in front of the Linden Hills station in Dave's

MINUTES  
MSM Board of Directors Meeting  
Saturday – June 4, 2016

honor. But this was not done and the daughter asked where the plaque or other signage honoring Dave was located.

As reported at the last Board meeting, MSM does not have any written or verbal policy on how honorary memberships are granted to individuals. Currently the Museum has no criteria for granting honorary memberships. The Museum also doesn't have a policy for naming a building or place, e.g., the new library/archive room to recognize significant donations or to honor a member. Corporate Secretary **Vaitkunas** had brief comments relative to the honorary memberships stating that research he conducted in past Board meeting minutes revealed that MSM had no past or current policy regarding honorary memberships.

With that background, at the last Board meeting, Board Chair **Isaacs** directed Vice Chair **French** and Corporate Secretary **Vaitkunas** to collaborate and create a policy that would be presented to the Board for approval at the next Board meeting. This was done and **Vaitkunas** distributed to the Directors copies of the proposed policy (copy attached to these minutes). **Vaitkunas** reported that no trolley or railway Museum that he is familiar with has any kind of written policy on this subject. Most Museums in the past have named buildings and places after individuals and major donors, but it was done on a case-by-case basis with the Board simply discussing the proposal and evaluating it with no criteria for determining whether the naming would be approved.

**Vaitkunas** reported that he referred to a policy written by the California Parks Department provided to him by a colleague at the Orange Empire Railway Museum and extracted pertinent parts from this policy to develop the proposed MSM policy. **Vaitkunas** and **Dave French** then reviewed the draft line-by-line over the phone. The end result of our collaboration is the draft document now before the Board.

Chair **Isaacs** then commented that given the fairly detailed policy being proposed, that the Directors should be given a few days to read through the policy and present any comments, changes, objections, etc., to **Vaitkunas** and **French** for their consideration. Then after this "comment period," **Isaacs** directed that a motion and vote by the Directors would be sent by e-mail on the proposed policy.

The Directors agreed to this arrangement and so the approval of the proposed policy will be deferred until approximately a week from today's meeting.

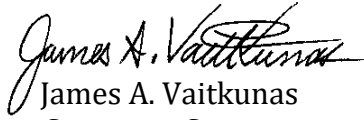
**New Business.**

**Restoration standards committee.** Dick Zawacki briefed the Board on this new working group. Several senior Museum volunteers have agreed to work on the development of a sound restoration standards policy. Has several members who are interested in the committee and concept.

Zawacki commented that the Museum needs to look at practical things that impact historical impact of changes both when a streetcar is being restored and later when modifications are made to the streetcar.

MINUTES  
MSM Board of Directors Meeting  
Saturday – June 4, 2016

The meeting adjourned at 10:35 AM.

  
James A. Vaitkunas  
*Corporate Secretary*

Attachments:

- Report from the MSM General Superintendent
- Report from the Excelsior Streetcar Line Superintendent
- Cash Balances Report January to March 2016
- Profit & Loss—Budget vs. Actual report, January to March 2016.
- Proposed MSM Policy on Naming of MSM Places and Honorary Memberships

## TRAINING

### NEW OPERATORS

Three changes to the training process are having positive results:

1. Revising the training program into 4 distinct phases is allowing the new operators to focus on mastering critical aspects of required knowledge.
  - Phases
    - i. Streetcar basics
    - ii. Braking
    - iii. Sequence of Operations
    - iv. Revenue
  - The results as expressed by the foremen in revenue training is very positive
  - 19 Started Phase 2 (3 dropped – medical, schedule, aptitude)
  - Current Status

	Phase 2	Phase 3	Phase 4
CHSL	1	7	3
ESL	1	1	3
  - Note from Dave:  
*There have been 4-6 inquiries about late season training. It is very difficult to get anyone starting in July certified before Labor Day. It is probably wasteful of time and resources, because a brand new certified operator at the end of one season is really only an advanced trainee at the beginning of the next one -- if they return*
2. Focused timeline for start of training program. Essentially the training class closed in early April. This allows more efficient use of trainers' time and allows classmates to share experience.
3. Initiated PCC training (new/refresher) for operators with at least one year of experience
  - Designed to prevent number of cancelled PCC shifts experienced in 2015

### RECERTIFICATION

Recertified all operators with in-person quiz / discussion; Positive impact

- Required check-rides for all second year and individuals operating less the 10 hours in 2015

### CURRENT ROSTER

Not counting new operators in training we have 104 members listed as operators (including 6 as station agent only)

Reviewed and, where appropriate, removed inactive operators.

### RETENTION OF LAST YEAR'S NEW OPERATORS

- CHSL recertified 8 of 15 as operators; 2 opted to be station agents (Donna Johnson, Rusty Mitchell); 1 interested in car maintenance (Weston Herman); 4 dropped (moved – 1; not interested – 3)
- ESL recertified 11 of 12 as operators; 1 dropped (Wendy Morical)

## OPERATIONS

### RIDERSHIP STATISTICS

Too early for meaningful statistics, but very strong Memorial Day weekend traffic

	CHSL	ESL	
Friday	Rain	na	
Saturday	141 (rain)	31	
Sunday	751	113	
Monday	1,289	114	
Total	2,181	258	CHSL ~\$4,900

### CHARTERS

As of May 31, we have 15 charters at CHSL and 2 at ESL scheduled.

### SAFETY – Highlights

1. John Dillery accepted position as Superintendent of Safety
  - Compiling list of issues
2. Instituted “Rolling Brake Test” at CHSL and ESL whenever direction changed
3. Distributed reminder to foremen on appropriate steps required to store car at end of shift

### BUILDINGS AND LANDSCAPE/ GARDEN

- CHSL - Accomplishments
  - Blew leaves off track; improved drainage
  - Patrick Desbonnet agreed to be in charge (foremen) for weed whipping; others interested in helping
  - Bids in for new roof on station – \$5300 (+ wood needing to be replaced); Working on schedule
- CHSL – Issues
  - Lawn mowing
  - Garden up-keep

### GENERAL ISSUES:

- Park Board contact
- Need for second tier leadership
  - Open positions
  - Leader for special events
  - Increased organization / communication of planned activities

**Ridership Summary**

	May	June	July	Aug	Sep	Oct	Nov
2016	394+						
2015	632	715	976	841	795	1095	1407
2014	421	481	1100	767	799	1641	1186
2013	434	654	1152	1012	553	1471	1266

**New Volunteer Training**

New volunteer training is wrapping up. I have not heard comments from Bill Graham and his training crew, but it appears the changes to the training program worked well. I do not have a final count of how many new volunteers we will graduate.

**Recertification Training**

Recertification training is done. Of the initial list of 15 members selected for a check ride, all but 1 have been completed. While we did lose some volunteers, it appears most volunteers from 2015 have returned for the 2016 season.

**Foreman**

The following persons have been promoted to foreman: Dave McCollum, Karen Kertzman, and Tom Dulebohn. All were new members from the 2015 season. We could still use new foreman, but so far there have been no issues filling shifts.

**Three Person Crew**

Three person crews continue to run at ESL, with the third person being stationed at the ticket booth. Radios are available as well, though crews were just notified of their presence this week.

We have verbal approval to use the ticket booth from ELMHS, though we may be asked to sign a written contract outlining the use of the ticket booth. More details to follow when ELMHS presents the contract to MSM.

**Operational Changes**

The pre-stop at the end of the line has been discussed with all crew members during recertification and the location marked in red paint on the ties. While the safety stop wasn't to be enforced until overhead targets were installed, several crews have already adopted it as part of the regular operating procedure.

We are working on the placement of overhead targets and ESL. My first review of the line came up with 14 targets, which seems excessive. I plan to visit CHSL to see how many overhead targets are in use.



## Welcome Center & New Merchandise Area

We have officially pulled out of the Welcome Center and relocated our merchandise / display case back to the cold barn. Karen Kertzman then took the initiative to redesign our display cases and cleanup our merchandise area. The results have been great, with over \$200 in sales through Memorial Day weekend. Total sales in 2015 through the Welcome Center were \$230.

The increased sales have forced us to bump the daily seed money from \$100 to \$200, with the money divided as follows:

- \$100 Black bag on car
- \$50 Ticket booth bag (new)
- \$50 Merchandise bag (new)

The merchandise area is a work in progress and Karen is still exploring ways to take advantage of this opportunity.

## Signage

Paul Maravelas has left ELMHS which may have squashed plans to collaborate with ELMHS on signage. However, while I researching outdoor displays cases in response to a suggestion from David McCollum, ELMHS offered us two free display cases. The only caveat is that they may not have keys to the locks, which could render them useless. I'm currently working with ELHMS to see if we can locate the keys. If the keys are found, I hope to install one display case at Water St. and the other at the car barn.

## Ghost Trolley

ELMHS has been undergoing several changes the past few months. One of those changes is that they are discontinuing participation in the annual Ghost Trolley & BOOseum event. Ghost Trolley will go on at ESL, but it will be a MSM-only event modeled after the CHSL's Ghost Trolley event.

## Maintenance

Inspection and yearly maintenance on TCRT 1239 is completed except for the line breaker inspection. The brake situation has not improved but is still serviceable for the near future. Inspection and yearly maintenance on Duluth 78 is complete except for the air compressor inspection.

The Sunday morning maintenance crew is currently working on caulking / painting the lower panels on the car barn. This is expected to take several weeks. We are also looking at sanding / repainting the exterior wood just underneath the canvas roof on TCRT 1239. There are several locations where the paint has / is peeling away.

## Grounds

Scott Heiderich has been taking care of grounds at ESL but is currently over-loaded. We will need to find someone else to take up this task, with the Sunday morning maintenance crew taking up the slack until someone else steps up.

### **Concrete Loading Platform**

The concrete loading platform is currently on hold. I would like to get the display case / signage worked out at Water Street first.

### **Sandpits**

We missed our goal for the installation of sand pits prior to the start of the 2016 season. I still plan to have this completed during the summer.

### **Trail Crossing at Morse Ave**

The fence between the trail and our rails has been installed. Temporary barricades are still in place, though I still expect Three Rivers Park district to remove them at some point this year. Three Rivers Park district plans to install additional signage on the fence to keep pedestrians and bicyclists on the trail.

### **Back-guy Anchors**

Installation of back-guys is pending.

### **Car Barn Electrical Work**

This electrical project is still on hold.

<b>CASH BALANCES REPORT</b>						
Jan-Mar 2016						
	<b>Sub-account Allocations</b>	<b>Beginning Balance</b>	<b>Receipts</b>	<b>Payments</b>	<b>Transfers</b>	<b>Ending Balance</b>
<b>CASH ALLOCATIONS</b>						
Unrestricted		61,521.91	9,570.85	(22,086.90)	(1,093.25)	47,912.61
General Track Maint Reserve		31,057.00			5,000.00	36,057.00
General Reserve (10%)						
CHSL Additional Fencing along Queen Ave	578.00	578.00		-	(578.00)	-
Carbarn Angle Iron Replacement	2,000.00	2,000.00			(2,000.00)	-
Unallocated General Reserve	72,074.00	72,074.00			(10,000.00)	62,074.00
General Reserve Total	74,652.00					
Carhouse Expansion		51,191.79	-	-		51,191.79
Winona 10 Restore		(89.34)	-	(162.38)		(251.72)
Carhouse Run-off		(8,671.25)		-	8,671.25	-
ESL Improvements - Ittner Fund						
Realign track #2 at ESL	-	(735.00)		-	735.00	-
Unallocated Ittner Fund	12,077.00	12,077.00			(735.00)	11,342.00
Ittner Fund Total	12,077.00					
<b>Total</b>		<b>221,004.11</b>	<b>9,570.85</b>	<b>(22,249.28)</b>	<b>-</b>	<b>208,325.68</b>
<b>CASH ACCOUNT BALANCES</b>						
1001 Undeposited Receipts - CHSL						\$ -
1002 Undeposited Receipts - ESL						\$ -
1004 Credit Card Clearing						\$ 22.00
1012 Checking-TCF Bank						\$ 13,227.55
1013 PayPal-TCF Bank						\$ 780.20
1018 Savings-TCF Bank						\$ 87,130.15
1014 US Fed Credit Union						\$ 105,512.72
1003 PayPal Account						\$ 153.06
1019 Change Cash						\$ 1,500.00
<b>Total</b>						<b>\$ 208,325.68</b>

<b>TRANSFERS FROM UNRESTRICTED</b>					
General Reserve 10%					-
Carhouse Expansion 2016 funds approved					2,000.00
Truck Rebuild					5,000.00
Track Maintenance Reserve					3,000.00
Winona10 Restoration 2016 funds approved					10,000.00
<b>Total</b>					<b>20,000.00</b>

<b>Calculation notes</b>			
From Mar P&L & C/F	Income	Expense	Cash from Ops
	8,635.85	(25,236.61)	(16,600.76)
2020 Accrued Expense		(479.72)	(479.72)
2906 Deferred Income - Member Dues for 2016		(1,635.00)	(1,635.00)
2907 Deferred Income - Member Dues for 2017	90.00		90.00
2908 Deferred Income - Member Dues for 2018	845.00		845.00
4159 Sales Tax Payable Balance		60.00	60.00
less payment for 2015 taxes		(927.91)	(927.91)
2012 Accounts Payable		-	-
8450 Accumulated depreciation - Buildings		3,814.41	3,814.41
8460 Accumulated depreciation - Track & Overhead		2,317.93	2,317.93
1661 Const in Progress - Winona 10		(162.38)	(162.38)
1663 Buildings (Carbarn addition)		-	-
1664 Buildings (Carbarn run-off)		-	-
<b>Net Cash Increase/Decrease</b>	<u>9,570.85</u>	<u>(22,249.28)</u>	<u>(12,678.43)</u>
<b>Break out Cash Allocations</b>			
1661 Const in Progress - Winona 10		162.38	
1663 Const in Progress - Carbarn Expansion		-	
1664 Const in Progress - Carbarn Run-off		-	
166? Const in Progress - Truck Rebuild			
5120 Bldg maintenance			
5110 Roadway Track & Overhead (applying to Ittner Fund)		-	
5120 CHSL Fence install		-	
4025 Carhouse Addition Donations			
4022 Winona10 Donations			
40?? Truck Rebuild Donations			
	<u>9,570.85</u>	<u>(22,086.90)</u>	

**Minnesota Streetcar Museum Inc.**  
**Profit & Loss Budget vs. Actual**  
January through June 2016

Ordinary Income/Expense	<u>Jan - Jun 16</u>	<u>Budget</u>
<b>Income</b>		
<b>4010 Contributions-Unrestricted</b>		
4011 · Donations Box	1,181.85	600.00
4012 · Contributions-Unrestricted	1,327.00	1,307.00
<b>Total 4010 Contributions-Unrestricted</b>	<u>2,508.85</u>	<u>1,907.00</u>
<b>4020 Contributions-Temp. Restr.</b>		
4026 · Truck Rebuild	3,200.00	3,000.00
4022 · Winona 10 Restoration	30.00	
<b>Total 4020 Contributions-Temp. Restr.</b>	<u>3,230.00</u>	<u>3,000.00</u>
<b>4110 Passenger Fares</b>		
4111 · Tokens	15,106.50	19,847.00
4112 · Season Passes	2,994.00	
4119 · Cash Over/Short	-426.11	-225.00
<b>Total 4110 Passenger Fares</b>	<u>17,674.39</u>	<u>19,622.00</u>
<b>4120 Charters</b>	2,185.00	2,505.00
<b>4130 Special Events/Revenue</b>		
4130a · Vinternatt	0.00	0.00
4139 · Moonlight Ride	0.00	250.00
<b>4136 · Pumpkin Patch Fares Revenues</b>		
4137 · Pumpkin Patch - Pumpkin Sales	0.00	0.00
4136 · Pumpkin Patch Fares Revenues - Other	0.00	0.00
<b>Total 4136 · Pumpkin Patch Fares Revenues</b>	<u>0.00</u>	<u>0.00</u>
4135 · Murder Mystery Revenues	0.00	150.00
4134 · Streetcar Camp	345.00	250.00
4131 · Ghost Trolley	0.00	0.00
4132 · PJ/Storytime/Trick'RTrolley	370.00	850.00
4133 · Christmas Trolley	0.00	0.00
<b>Total 4130 Special Events/Revenue</b>	<u>715.00</u>	<u>1,500.00</u>
<b>4150 Merchandise Sales</b>		
4151 · Taxable Sales	5,627.30	3,045.00
4152 · Non-Taxable Sales	2,129.60	540.00
4159 · Sales Tax Expense	-60.09	-430.00
<b>Total 4150 Merchandise Sales</b>	<u>7,696.81</u>	<u>3,155.00</u>
<b>4160 Member Dues</b>	7,685.00	5,985.00
<b>4190 Other</b>		
4191 · Interest Income	186.73	115.00
4192 · Photograph Reproduction & Use		

**Minnesota Streetcar Museum Inc.**  
**Profit & Loss Budget vs. Actual**  
January through June 2016

	<u>Jan - Jun 16</u>	<u>Budget</u>
4193 - Photograph Repo non-taxable	10.00	
<b>Total 4192 - Photograph Reproduction &amp; Use</b>	<b>10.00</b>	
4197 - Miscellaneous Income	0.00	25.00
<b>Total 4190 Other</b>	<b>196.73</b>	<b>140.00</b>
<b>Total Income</b>	<b>41,891.78</b>	<b>37,814.00</b>
<b>Gross Profit</b>	<b>41,891.78</b>	<b>37,814.00</b>
<b>Expense</b>		
6025 - Office Furniture & Equipment	95.34	
6035 - Computer Equipment & Software	112.99	
<b>5100 Repairs and Maintenance</b>		
5110 Roadway Track & Overhead	0.00	11,500.00
5120 Buildings and Grounds	3,409.53	2,400.00
5130 Streetcars	1,639.98	3,400.00
5190 Shop Tools & Supplies	2,266.27	4,325.00
<b>Total 5100 Repairs and Maintenance</b>	<b>7,315.78</b>	<b>21,625.00</b>
<b>5200 Operations</b>		
5210 Electricity for Power	2,170.54	2,690.00
5220 Permits & Licenses	125.40	75.00
<b>5230 Volunteer Services</b>		
5231 - Training Expense	0.00	600.00
<b>Total 5230 Volunteer Services</b>	<b>0.00</b>	<b>600.00</b>
<b>5290 Special Events</b>		
5299 - Vinternatt Expense	0.00	0.00
5298 - Pumpkin Patch Expenses	0.00	0.00
5296 - Special Events Other	0.00	50.00
5295 - Murder Mystery Trolley Expense	0.00	0.00
5294 - Streetcar Camp Expense	0.00	0.00
5291 - Ghost Trolley	0.00	0.00
5292 - Christmas Trolley	0.00	0.00
5293 - PJ/Storytime/Trick'R Trolley	0.00	25.00
<b>Total 5290 Special Events</b>	<b>0.00</b>	<b>75.00</b>
<b>Total 5200 Operations</b>	<b>2,295.94</b>	<b>3,440.00</b>
<b>5300 Insurance</b>		
5310 Liability	7,906.52	9,850.00
5320 Property	1,551.00	1,795.00
5330 Streetcars	0.00	2,105.00

**Minnesota Streetcar Museum Inc.**  
**Profit & Loss Budget vs. Actual**  
 January through June 2016

	<u>Jan - Jun 16</u>	<u>Budget</u>
<b>Total 5300 Insurance</b>	9,457.52	13,750.00
<b>5400 Utilities</b>		
5410 Electricity for Light	172.48	650.00
5420 Natural Gas for Heat	658.03	1,335.00
5430 Water & Sewer	284.30	600.00
5470 Security System	744.00	900.00
<b>Total 5400 Utilities</b>	<u>1,858.81</u>	<u>3,485.00</u>
<b>5500 Marketing &amp; Communications</b>	0.00	100.00
<b>5600 - Exhibits/Photographs</b>		
5601 - Exhibit Items Purchased	345.65	1,345.00
5602 - Photograph Reproduction	0.00	875.00
<b>Total 5600 - Exhibits/Photographs</b>	<u>345.65</u>	<u>2,220.00</u>
<b>5700 Printing &amp; Reproduction</b>	1,904.97	500.00
<b>5800 Merchandise Cost</b>	4,047.93	4,860.00
<b>5900 - Genl. Supt. Contingencies</b>	0.00	100.00
<b>6010 Professional Services</b>	266.00	
<b>6020 Telephone</b>		
6021 - Telephone	924.58	1,265.00
<b>Total 6020 Telephone</b>	<u>924.58</u>	<u>1,265.00</u>
<b>6030 Office Supplies</b>		
6131 - Cash Register Expense	0.00	4,984.00
6030 Office Supplies - Other	596.80	200.00
<b>Total 6030 Office Supplies</b>	<u>596.80</u>	<u>5,184.00</u>
<b>6040 Postage</b>	693.65	900.00
<b>6050 Assn Dues &amp; Subscriptions</b>	499.00	400.00
<b>6060 Membership Publications</b>	2,983.00	5,900.00
<b>6070 Meetings/Travel</b>	444.41	1,300.00
<b>6090 Other</b>		
6094 - PayPal Refund/Svc Fees	35.55	
6093 - Credit Card Service Charge	569.09	900.00
6091 - Interest	14.85	
6092 - Bank Service Charges	176.01	55.00
<b>Total 6090 Other</b>	<u>795.50</u>	<u>955.00</u>
<b>8400 - Depreciation expense</b>		
8450 - Depreciation - Buildings	7,688.38	8,100.00
8460 - Depreciation - Track & Overhead	4,635.86	6,240.00
<b>Total 8400 - Depreciation expense</b>	<u>12,324.24</u>	<u>14,340.00</u>

**Minnesota Streetcar Museum Inc.**  
**Profit & Loss Budget vs. Actual**  
January through June 2016

	<u>Jan - Jun 16</u>	<u>Budget</u>
Total Expense	<u>46,962.11</u>	<u>80,324.00</u>
Net Ordinary Income	<u>-5,070.33</u>	<u>-42,510.00</u>
Net Income	<u><u>-5,070.33</u></u>	<u><u>-42,510.00</u></u>



**Minnesota Streetcar Museum Inc.**  
**Profit & Loss Budget vs. Actual**  
January through June 2016

	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>4010 Contributions-Unrestricted</b>		
4011 · Donations Box	581.85	196.98%
4012 · Contributions-Unrestricted	20.00	101.53%
<b>Total 4010 Contributions-Unrestricted</b>	<u>601.85</u>	<u>131.56%</u>
<b>4020 Contributions-Temp. Restr.</b>		
4026 · Truck Rebuild	200.00	106.67%
4022 · Winona 10 Restoration		
<b>Total 4020 Contributions-Temp. Restr.</b>	<u>230.00</u>	<u>107.67%</u>
<b>4110 Passenger Fares</b>		
4111 · Tokens	-4,740.50	76.12%
4112 · Season Passes		
4119 · Cash Over/Short	-201.11	189.38%
<b>Total 4110 Passenger Fares</b>	<u>-1,947.61</u>	<u>90.07%</u>
<b>4120 Charters</b>	-320.00	87.23%
<b>4130 Special Events/Revenue</b>		
4130a · Vinternatt	0.00	0.0%
4139 · Moonlight Ride	-250.00	0.0%
<b>4136 · Pumpkin Patch Fares Revenues</b>		
4137 · Pumpkin Patch - Pumpkin Sales	0.00	0.0%
4136 · Pumpkin Patch Fares Revenues - Other	0.00	0.0%
<b>Total 4136 · Pumpkin Patch Fares Revenues</b>	<u>0.00</u>	<u>0.0%</u>
4135 · Murder Mystery Revenues	-150.00	0.0%
4134 · Streetcar Camp	95.00	138.0%
4131 · Ghost Trolley	0.00	0.0%
4132 · PJ/Storytime/Trick'RTrolley	-480.00	43.53%
4133 · Christmas Trolley	0.00	0.0%
<b>Total 4130 Special Events/Revenue</b>	<u>-785.00</u>	<u>47.67%</u>
<b>4150 Merchandise Sales</b>		
4151 · Taxable Sales	2,582.30	184.81%
4152 · Non-Taxable Sales	1,589.60	394.37%
4159 · Sales Tax Expense	369.91	13.97%
<b>Total 4150 Merchandise Sales</b>	<u>4,541.81</u>	<u>243.96%</u>
<b>4160 Member Dues</b>	1,700.00	128.4%
<b>4190 Other</b>		
4191 · Interest Income	71.73	162.37%
4192 · Photograph Reproduction & Use		

**Minnesota Streetcar Museum Inc.**  
**Profit & Loss Budget vs. Actual**  
January through June 2016

	<u>\$ Over Budget</u>	<u>% of Budget</u>
4193 - Photograph Repo non-taxable		
<b>Total 4192 - Photograph Reproduction &amp; Use</b>		
4197 - Miscellaneous Income	-25.00	0.0%
<b>Total 4190 Other</b>	<u>56.73</u>	<u>140.52%</u>
<b>Total Income</b>	<u>4,077.78</u>	<u>110.78%</u>
<b>Gross Profit</b>	4,077.78	110.78%
<b>Expense</b>		
6025 - Office Furniture & Equipment		
6035 - Computer Equipment & Software		
5100 Repairs and Maintenance		
5110 Roadway Track & Overhead	-11,500.00	0.0%
5120 Buildings and Grounds	1,009.53	142.06%
5130 Streetcars	-1,760.02	48.24%
5190 Shop Tools & Supplies	-2,058.73	52.4%
<b>Total 5100 Repairs and Maintenance</b>	<u>-14,309.22</u>	<u>33.83%</u>
5200 Operations		
5210 Electricity for Power	-519.46	80.69%
5220 Permits & Licenses	50.40	167.2%
5230 Volunteer Services		
5231 - Training Expense	-600.00	0.0%
<b>Total 5230 Volunteer Services</b>	<u>-600.00</u>	<u>0.0%</u>
5290 Special Events		
5299 - Vinternatt Expense	0.00	0.0%
5298 - Pumpkin Patch Expenses	0.00	0.0%
5296 - Special Events Other	-50.00	0.0%
5295 - Murder Mystery Trolley Expense	0.00	0.0%
5294 - Streetcar Camp Expense	0.00	0.0%
5291 - Ghost Trolley	0.00	0.0%
5292 - Christmas Trolley	0.00	0.0%
5293 - PJ/Storytime/Trick'RTrolley	-25.00	0.0%
<b>Total 5290 Special Events</b>	<u>-75.00</u>	<u>0.0%</u>
<b>Total 5200 Operations</b>	-1,144.06	66.74%
5300 Insurance		
5310 Liability	-1,943.48	80.27%
5320 Property	-244.00	86.41%
5330 Streetcars	-2,105.00	0.0%

**Minnesota Streetcar Museum Inc.**  
**Profit & Loss Budget vs. Actual**  
January through June 2016

	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total 5300 Insurance</b>	-4,292.48	68.78%
<b>5400 Utilities</b>		
5410 Electricity for Light	-477.52	26.54%
5420 Natural Gas for Heat	-676.97	49.29%
5430 Water & Sewer	-315.70	47.38%
5470 Security System	-156.00	82.67%
<b>Total 5400 Utilities</b>	-1,626.19	53.34%
<b>5500 Marketing &amp; Communications</b>	-100.00	0.0%
<b>5600 - Exhibits/Photographs</b>		
5601 - Exhibit Items Purchased	-999.35	25.7%
5602 - Photograph Reproduction	-875.00	0.0%
<b>Total 5600 - Exhibits/Photographs</b>	-1,874.35	15.57%
<b>5700 Printing &amp; Reproduction</b>	1,404.97	380.99%
<b>5800 Merchandise Cost</b>	-812.07	83.29%
<b>5900 - Genl. Supt. Contingencies</b>	-100.00	0.0%
<b>6010 Professional Services</b>		
<b>6020 Telephone</b>		
6021 - Telephone	-340.42	73.09%
<b>Total 6020 Telephone</b>	-340.42	73.09%
<b>6030 Office Supplies</b>		
6131 - Cash Register Expense	-4,984.00	0.0%
6030 Office Supplies - Other	396.80	298.4%
<b>Total 6030 Office Supplies</b>	-4,587.20	11.51%
<b>6040 Postage</b>	-206.35	77.07%
<b>6050 Assn Dues &amp; Subscriptions</b>	99.00	124.75%
<b>6060 Membership Publications</b>	-2,917.00	50.56%
<b>6070 Meetings/Travel</b>	-855.59	34.19%
<b>6090 Other</b>		
6094 - PayPal Refund/Svc Fees		
6093 - Credit Card Service Charge	-330.91	63.23%
6091 - Interest		
6092 - Bank Service Charges	121.01	320.02%
<b>Total 6090 Other</b>	-159.50	83.3%
<b>8400 - Depreciation expense</b>		
8450 - Depreciation - Buildings	-411.62	94.92%
8460 - Depreciation - Track & Overhead	-1,604.14	74.29%
<b>Total 8400 - Depreciation expense</b>	-2,015.76	85.94%

**Minnesota Streetcar Museum Inc.**  
**Profit & Loss Budget vs. Actual**  
January through June 2016

	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Expense	<u>-33,361.89</u>	<u>58.47%</u>
Net Ordinary Income	<u>37,439.67</u>	<u>11.93%</u>
Net Income	<u><u>37,439.67</u></u>	<u><u>11.93%</u></u>

# DRAFT

## Policy on Naming of MSM Property and Locations.

### Policy.

1. The Museum values the support of Museum members and friends and wishes to recognize this support. Recognition in a manner consistent with a donation is an appropriate gesture of acknowledgment and appreciation to those making contributions.
2. The Museum wishes to acknowledge the contributions of members for their long and valuable volunteer service to the Museum.
3. The Museum also wishes to acknowledge in a significant fashion the major financial or material donations to the Museum.
4. Museum property and locations may be named in honor of current or deceased Museum members to recognize their long and valuable service to the Museum or to acknowledge the donation of a significant amount of funds or material to the Museum.
5. The Museum's Board of Directors will approve the designation/naming of Museum property and locations in honor of a member or whether a sign or marker will be placed, or some other method of recognition is made, to acknowledge a significant financial or material donation.

### Procedures.

1. Acknowledging financial or material donations.
  - a. A written request is required to have a significant financial contribution recognized by the Museum in memory of a Museum member. The request must be submitted to the Museum Board and will include facts and information that supports the request.
  - b. In all forms of recognition, the donor's wishes for anonymity shall be respected.
  - c. It is preferable to express appreciation for contributions by a letter or certificate or giving something to donors rather than by forms of recognition to be displayed on Museum property or locations.
  - d. Memorial donations (gifts made in memory of a person) will be recognized in the same way as other gifts, i.e., by a letter of acknowledgement, a listing in the Museum's newsletter or recognition at a ceremony or Museum member's meeting. It is generally not appropriate to memorialize individuals who did not have a significant contribution to the Museum.
  - e. Recognition markers or signs are to be actively discouraged and generally are not to be used to recognize monetary contributions. The Museum Board will approve exceptions will only for major contributions of long-term benefit to the Museum.
  - f. Where a physical form of on-site recognition is deemed appropriate, temporary forms of recognition are preferred.

# DRAFT

- g. Under no circumstances should either temporary or permanent recognition be affixed to Museum streetcars, historic artifacts or locations where they would intrude on the historic or natural character of the streetcar, artifact or area.
  - h. Recognition of corporate donations or sponsorships must not in any way suggest endorsement by the Museum, nor give the impression to visitors of advertising, commercialization or solicitation, or of a proprietary interest in the donating organization.
  - i. Permanent recognition markers or signs should be placed only in public areas and preferably inside an existing structure, such as the Linden Hills Station George Isaacs carbarn or the Excelsior carbarn. Markers or signs shall not be affixed to streetcars or on the exterior of a structure that would intrude on the historic or natural character of the building.
  - j. Recognition markers or signs should be considered for removal within five years, unless the Board approves a longer period. Donations of a very significant nature may be worthy of the greater recognition.
  - k. Donors should be sensitively advised that recognition markers or signs are not intended to be permanent and may be removed at any time, particularly when the structure or area is being renovated or if there are problems of vandalism or other maintenance concerns. These stipulations should be made part of any written agreement or contract.
2. Acknowledging years of faithful volunteer service or significant financial or material support to the Museum.
- a. A written request is required to name Museum property or a location in honor of a Museum member. This request must be submitted to the Museum Board by a Museum member and will include facts and information that supports the request.
  - b. The Board of Directors will follow the below general criteria when it evaluates the request to honor a Museum member by naming Museum property or a location in their honor.
    - (1) A non-historic or new facility, structure or appropriate rooms within a structure can be named for a current or deceased Museum member and volunteer if they had a significant and lengthy association with, and provided extraordinary support to the Museum.
    - (2) The naming of Museum property or an area must consider the contributions of the member volunteer, i.e., have they demonstrated over the years a willingness to volunteer for leadership positions or work on non-operational related projects in addition to operating the streetcars on a regular basis.
    - (3) Reasonable care and consideration should be given to determine if the individual's merit and/or contributions can stand the test of time.

# DRAFT

- c. Honorary Lifetime Membership. The Museum may also designate a Museum member as an MSM Honorary Lifetime Member to recognize them for long and exemplary service to the Museum. The Museum may also designate a non-member as an Honorary Lifetime Member for their substantial financial or material support to the Museum.
- (1) Nomination of a Museum member or non-member for this special recognition will follow the nomination process found in paragraph 2a above.
  - (2) The granting of MSM Honorary Lifetime Member status must consider the contributions of the member volunteer, i.e., have they demonstrated over the years a willingness to volunteer for leadership positions or work on non-operational related projects in addition to operating the streetcars on a regular basis.
  - (3) The benefits of the Honorary Lifetime Membership may be extended to the honorees' spouse or significant other upon the death of the honoree at the discretion of the Museum's Board of Directors.
  - (4) The benefits of the Honorary Lifetime Membership will not be extended to the honorees' family members other than their spouse or significant other.
  - (5) The status of MSM Honorary Lifetime Member may also be granted to a person or persons who have made substantial financial or material contributions to the Museum over a period of years.