

# MINNESOTA STREETCAR MUSEUM

## MINUTES

### Annual Membership Meeting

Saturday — March 3, 2018  
Excelsior Elementary School  
Excelsior Minnesota

**Call to Order:** Chair **Aaron Isaacs** called the meeting to order at 10:02 AM. MSM Members in attendance by head-count was 35. As of December 31, 2017 the active membership of MSM was 311. Therefore, a quorum was achieved for this annual meeting.

**State of the Museum** presentation was made by MSM Board Chair **Aaron Isaacs** by way of a PowerPoint presentation (attached to these minutes). Major topics of **Isaacs'** presentation are as follows.

**The year 2017 was a good one for your Museum.**

- Winona No. 10 made its maiden run for the public.
- TCRT No. 1300's truck rebuilding work was completed.
- ESL's concrete car barn floor and platform were poured.
- ESL car barn electrical upgrade was completed.
- CHSL speeder shed track completed, along with brick apron
- CHSL car barn safety/security fences were installed.
- The Museum hosted the HeritageRail Alliance's 2018 fall conference.
- First 3-car ESL operation in conjunction with HRA conference visit.
- Winona No. 10 wins HeritageRail Alliance Significant Achievement Award.
- Good progress has been made on the Linden Hills station's garden.
- All-color Twin Cities streetcar book was published.
- MSM had a booth at St. Paul Union Depot's Train Day.
- The Museum assisted with the streetcar-themed Art Shanty

Chair Isaacs then announced to the members that at the Board of Directors meeting held just prior to this annual meeting, the Directors decided to raise the Museum's membership dues, effective May 1, 2018, as follows.

- Individual - \$40.00
- Household - \$60.00
- Lifetime - \$750.00

The Board also decided to raise the passenger fare to \$2.50 per person, with corresponding increases in the various multi-ride tickets and passes, the season pass and charter rates. The child rate will remain as it is now; child three years of age and younger rides for free.

Isaacs stated that a letter to all members announcing the dues and fare increases will be sent within the next week. He also announced that members with membership expiration dates between May 1 and December 31, 2018 will be offered the chance to renew their membership early at the current dues rates. However, they need to do so no later than May 1<sup>st</sup>, the effective date of the membership dues increases.

## Reports by Museum Officers.

**Corporate Secretary's Report.** Corporate Secretary **Jim Vaitkunas** rendered the following report.

- MSM Complied with all Federal, State of Minnesota and local statutory/regulatory reporting requirements
- Renewed all Insurance Policies – 2017 premiums
  - \$ 1,213 general liability
  - 6,757 property (buildings & streetcars)
  - 1,644 Directors & Officers
  - 250 Volunteer accident
- **\$ 9,864 TOTAL**
- **\$ 10,300** – This is the projected 2018 total premium for all the Museum's insurance.
- Membership (as of December 31, 2016)

	2014	2015	2016	2017
Lifetime	39	41	44	43
Household	85	79	81	93
Individual	172	187	188	172
Honorary	3	3	3	3
Expired/Deceased	26	27	17	32
Joined	21	35	25	32

- Total Membership in good standing
  - 2017 -- 311
  - 2016 – 316
  - 2015 – 310
  - 2014 – 301
  - 2013 – 303
  - 2012 – 313
  - 2011 – 303
  - 2010 – 300
  - 2009 – 276
- Annual Election of Directors
  - ✓ Notices mailed o/a November 30<sup>th</sup>
  - ✓ No nominations from the members
  - ✓ Two Directors will be elected tonight: **Ben Franske** and **Jim Vaitkunas**. Voting will occur later in the meeting
- Members are encouraged to renew their memberships for two years to save our Museum funds spent on printing and postage of renewal notices, reminders, second notices, etc.
- Board Meetings held in 2017 – 4
  - ✓ BOD meeting minutes are on MSM's website. Members are encouraged to view the minutes.
  - ✓ All members are invited to attend Board meetings.

**Treasurer's Report.** Treasurer **Keith Anderson** presented two PowerPoint slides that depicted key financial data.

- 2017 Financial Summary

<b>Beginning Balance</b>	<b>\$ 334,459</b>
Surplus from Operations	\$ 11,557
Grants & Donations	127,673
Projects	
Winona No. 10	(1,423)
CHSL Car barn	(6,980)
ESL Electrical Upgrade	(5,360)
No. 1300 Truck Rebuild	(147,808)
<b>Ending Balance</b>	<b>\$ 312,108</b>

- 2018 Proposed Budget

<b>Beginning Balance</b>	<b>\$ 312,108</b>
Surplus from Operations	\$ 25,938
Grants & Donations	38,500
Projects	
Winona No. 10	(500)
CHSL North Platform	(6,980)
New Tower Car at CHSL	(5,000)
No. 1239 Truck Rebuild	(150,000)
CHSL Tie Replacement	(25,000)
<b>Ending Balance</b>	<b>\$ 184,066</b>

At the end of his presentation, **Anderson** answered several questions from the members.

Chair **Isaacs** then informed the members present that after five years of great work as the Museum's Treasurer, **Anderson** is retiring. **Isaacs** then announced that **Chris Heck** has agreed to be the Museum's treasurer.

**Scott Heiderich** then spoke to the group praising **Anderson** for all the work he has done both most recently as Treasurer and from the early 1980s when **Anderson** started volunteering with then Minnesota Transportation Museum at the Como-Harriet Streetcar Line. The members gave **Anderson** a warm round of applause.

After some other comments, the following motion was offered.

**MOTION:** Made by Patrick Cosgrove; 2nd by Dave Higgins.

That the MSM Treasurer's annual report be approved as to form and content.

**VOTE:** Unanimously approved by all members present.

**General Superintendent's Report.** General Superintendent, **Bruce Gustafson** was unable to attend the annual meeting. Assistant Operations Chief **Jim Vaitkunas** rendered the report, which was in the form of a PowerPoint presentation (attached to these minutes).

When **Vaitkunas** discussed the training and recertification program for 2018, a question was raised regarding the training on Winona No. 10. Training Chief **Dave Higgins** commented on the importance of ensuring that Operators are well trained on Winona No. 10 because of its unique operating requirements. In response to **Higgins'** comments, **Scott Heiderich** informed the group that he and **Dave McCollum** have been preparing several documents on Winona No. 10 that will be used to train on the car. They also have drafted a Sequence of Operations for Winona No. 10. **Jim Vaitkunas** commented that the proponent for these documents is the Training Chief and the Superintendent of Transportation and he asked that Operations Chief **Bruce Gustafson** be involved.

**ESL Superintendent's Report.** ESL Superintendent **Todd Bender** used a PowerPoint presentation to render his report on activities at the Excelsior Streetcar Line for 2017 and plans for 2018 (attached to these minutes). There was no significant discussion on any of the items in the presentation.

**Other Reports.** The MSM Information technology (IT) Manager, **Ben Franske** gave the members an updated on his IT activities.

### **MSM 2017 Technology Report**

March 3, 2018

Ben Franske, Director of Technology, Minnesota Streetcar Museum

#### ***Looking Back - Completed 2017/18 Projects***

- The major IT project for 2017 was rolling out the new website for the museum. Though this took longer than projected we did receive some additional customization work at no charge on the part of the designer because of the delays. The site is now being hosted free of charge by Microsoft thanks to their non-profit donation program. The value of services we are utilizing from Microsoft at no cost is more than \$1200 per year.
- Installation of a projector, screen, and new printer/copier in the office at CHSL
- A 12v supply system was also added to #1300 the same as was installed on #265 and #10 which will negate the need to plug in the car to keep a battery charged and provide more reliable low voltage power onboard.
- The computer security firewall and network hardware was also updated at CHSL in response to the heavier than previous usage of the Internet there with the completion of the office last year.
- There was also some custom electronics work done related to special events and several other projects such as 600v supply power monitoring at CHSL, ongoing work on #265 safety/control which was started in 2016, and improvement of the electrical troubleshooting tools at both CHSL and ESL.

- Two presentations on technology were given at the HRA conference in October: “IT for Museums and Railways” which focused on administrative technologies and “Internet of Trolleys and Trains” which focused on onboard control systems and electronic improvements to historic rail equipment.
- Managed technology services contract for the HRA conference, negotiated pricing reductions, caught invoicing errors by vendor.
- Previously procured “GoPro” style action camera used to assist in diagnosing of overhead wire issues at CHSL.
- A demonstration replacement membership database system is operating using the CiviCRM software.
- Demonstration project management software installed for shop project planning at CHSL.

***Looking Forward Future or In-Process – 2018 Projects***

- Installation of ESL digital history display project like the one at CHSL which has been delayed from previous years due to electrical upgrades and new floor project at the ESL car barn. Equipment was purchased in 2016.
- Internet/Telecommunications upgrades at CHSL to improve reliability related to poor phone line conditions and higher Internet usage in the library and shop. This will involve switching from DSL to fiber for Internet service as well as changing to commercial grade VoIP service for CHSL and MSM information line phone numbers.
- DSL Internet access added at ESL car barn. This will allow for better security alarm panel communications as well as potential future credit card processing and shop crew use.
- Security alarm panel upgrades at all MSM sites which include updated remote management capabilities as well as backup communication methods at all locations.
- Investigation of credit card acceptance at ESL.
- Initial implementation of a new MSM membership database (ideally prior to the annual April/May influx of renewals) using CiviCRM. Additional enhancements such as recording of training data as time allows. This will allow better donation and membership tracking, better handle rosters, membership lists, training information, mass emailing, and a variety of other needs which currently consume an undue number of hours for museum volunteers and which are error prone or problematic as handled today.
- Photography and video enhancements to the website including new store item photography, car and site photography, special event photography, etc.
- Odometer/Speed Sensor and bearing temperature sensors (and associated electronics/programming) for shop diagnostic and preventive maintenance purposes on the new/rebuilt trucks on #1300 and #1239.
- 12v electrical system upgrades and ditch lights comparable to what has been done to other cars.
- Incoming power monitoring system at CHSL. This is a continuation of a project from last year to enhance our ability to monitor power usage and availability at CHSL and alert appropriate museum members to power issues such as a dropped phase or outage.

- Presentation speaker system for the computer at CHSL.
- Continued monitoring of EMV (chip card) terminal availability for CHSL POS system. This has been promised for several years by our credit card processing vendor but hasn't been available yet.
- Integration of CHSL POS system with cashier reporting system, testing, and roll-out. This project will occur on an "as time allows" basis, it is relatively low priority at the current time.

**Election of MSM Directors.** After a brief description by Corporate Secretary **Jim Vaitkunas** of the sequence of events that occurred regarding this year's Director's election to fill two Board vacancies, Chair **Isaacs** then called for a motion.


**MOTION:** Made by Bill Graham; 2nd by Scott Heiderich.

That Ben Franske and Jim Vaitkunas are elected to fill Director positions on MSM's governing Board of Directors for a term of three years that expire in March 2021.

**VOTE:** Unanimously approved by all members present.

**Adjournment.** The MSM 2017 annual meeting adjourned at 11:06 AM.

**Video Program.** After the formal business meeting was concluded, Chair **Isaacs** showed a program of TCRT streetcar videos including a ride on a TCRT streetcar to Hopkins.

  
James A. Vaitkunas  
Corporate Secretary

**ATTACHMENTS.**

Board Chair Isaacs' State of the Museum report (PowerPoint presentation).  
Corporate Secretary's and Treasurer's Report (PowerPoint presentation).  
MSM General Superintendent's Report (PowerPoint presentation).  
Excelsior Streetcar Line Superintendent's Report (PowerPoint presentation).



December 9, 2017

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## MINNESOTA STREETCAR MUSEUM

2018 Annual Members Meeting  
Corporate Secretary's Report

March 3, 2018



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## General



### Compliance

MSM complied with all Federal, state and local statutory/regulatory reporting requirements.

### 2017 Insurance

\$ 1,213 General liability  
 6,757 Property (buildings & streetcars)  
 1,644 Directors & Officers  
 250 Volunteer accident

**\$ 9,864 TOTAL**

**Estimated total premium in 2018 - \$ 10,300**

### Membership Renewals

- Mail your renewal as soon as you get it
- New website will have on-line renewal option

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## Membership



### Total Membership

2017 – 311  
 2016 – 316  
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 2014 – 299  
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### Membership Detail

	2014	2015	2016	2017
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## Governance



### Annual Election of Directors

- Notice of annual meeting and election was sent to all members o/a November 30, 2017
- Two vacancies. No nominees from the members
- Ben Franske and Jim Vaitkunas will be elected at this meeting

### Board Meetings

- Board meetings held in 2017 – 4
- Board meeting minutes are posted on the MSM website

### By-Laws Review & Revised

Election timeline and procedures will be simplified

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## MINNESOTA STREETCAR MUSEUM

2018 Annual Members Meeting  
Treasurer's Report

March 3, 2018



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## 2017 Summary



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## MINNESOTA STREETCAR MUSEUM


2018 Annual Members Meeting  
General Superintendent's Report

March 3, 2018



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## 2017 Highlights



### General

- 107 active operators who contributed hours in 2017. Comparable to 2016 Operating hours worked:
  - ✓ CHSL 2,740
  - ✓ ESL 1,030
- Training
  - ✓ 26 started
  - ✓ Graduated 16 new operators
- Grounds
  - ✓ Ben and Mary Porter took on task of CHSL station garden
- Buildings
  - ✓ CHSL
    - Fencing, updated lighting at car barn
    - Safety strip at station repainted
  - ✓ ESL
    - Concrete floor and electrical project in cold barn
    - Concrete pad at Water Street
    - Roof repairs

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## 2018 - Operations



### Schedule

#### CHSL

- Continue with two Sunday shifts (no overlap); PCC and standard car will operate
- Move weekday PCC shift from Wednesday to Thursday night -- Thursday night coincides with most special events
- Swapping of cars between CHSL and ESL will leave only one standard car available at CHSL
- Continue to need additional PCC operators

#### ESL

- Continue with 3 person operations

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## 2018 - Training



### Current Situation

- All current Operators have been removed from *ShiftPlanning* – same process as prior years
- Operators will be re-activated once recertification training is completed

### Training Plan

What	When	Details
Foremen Discussion	Early April	Training, Safety, Idea Discussion
Recertification	Mid-April to end of May	All 2 <sup>nd</sup> year operators & anyone who operated less than 10 hours in 2017
New Operator	Early April	Dave Higgins is Lead Trainer
PCC Training	Early May	Chris Heck is Lead Trainer

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## MINNESOTA STREETCAR MUSEUM

2018 Annual Members Meeting  
Excelsior Streetcar Line Superintendent's Report

March 3, 2018



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## **RIDERSHIP SUMMARY**

	May	June	July	Aug	Sep	Oct	Nov	Total
2017	586	768	1513	976	1071	670	1857	7441
2016	493	781	1216	909	887	1151	1656	7093
2015	632	715	976	841	795	1095	1407	6461
2014	421	481	1100	767	799	1641	1186	6395
2013	434	654	1152	1012	553	1471	1266	6542



**Concrete floor at ESL car barn**



**Concrete pad at Water Street**



**Fourth of July Ticket Booth**





**Exterior lights at ESL car barn**



**Story Time Trolley Crew with Belinda Jensen**



**Winona 10 Restoration Crew**



**Some of the Ghost Trolley Crew**



***Christkindlsmarkt Father Christmas***

