

MINNESOTA STREETCAR MUSEUM

MINUTES

Board of Directors meeting
Saturday – March 28, 2020
Computer Tele-Conference using Zoom Application
Minneapolis, Minnesota

Present:	Ben Franske	David French	Chris Heck
	Aaron Isaacs	Karen Kertzman	Jim Vaitkunas
	John Dillery (could hear meeting discussion but could not participate)		
Absent:	Darel Leipold	Myrle Mackenzie	Joe Young
Others Present:	Pat Cosgrove,	Barb Gacek	Jim Kertzman
	Dick Zawacki		

Call to Order: The meeting was called to order by Chair **Aaron Isaacs** at 10.05 A.M. This meeting is unique in that all participants are using the Zoom computer/web-based tele-conference application to conduct the meeting. After taking rollcall, Secretary **Jim Vaitkunas** reported that there are seven (7) Directors present which constitutes a quorum to conduct official business.

Approval of Agenda. The agenda was approved with no changes.

Approval of Minutes of Previous Board Meetings. The minutes for the Board meeting held on December 7, 2019 was approved with no changes.

Review and Approval of Electronic Votes Taken Since the Last Board Meeting.

The motion to approve the FY 2020 MSM Budget was submitted and approved by the Directors on March 9, 2020 via electronic vote. Chair **Isaacs** mentioned that the budget was approved earlier, and he recommends that the Board approve it as it is now. However, with the Covid-19 virus situation, it’s obvious that some changes may have to be made as time goes on. While we have enough funds to pay any bills that might come due, we also have enough funds for the big capital projects for this FY which includes the No. 1239 truck work, the Winona No. 10 motor work and the overhead wire repairs. In talking with CMO **Dick Zawacki**, **Isaacs** commented that we may have to defer some work that was projected for ESL which are the track relocation in the carbarn and a concrete floor for track #3. With no further discussion, Chair Isaacs asked for a motion to approve the FY 2020 budget electronic vote.

MOTION: Made by Chris Heck; 2nd by Ben Franske
The electronic vote taken on March 9, 2020 to approve the FY 2020 MSM Budget is confirmed and approved.
VOTE: YES – 6; NO – 0. *Motion approved.*

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Approval of IRS Form 990 and Minnesota Attorney General Report for FY 2019 electronic vote submitted to the Directors on March 19, 2020.

MOTION: Made by Jim Vaitkunas; 2nd by Chris Heck

The electronic vote taken on March 19, 2020 to approve the IRS Form 990 and the report to the Minnesota Attorney General for FY 2019 is confirmed and approved.

VOTE: YES – 6; NO – 0. *Motion approved.*

Board Chair's Report.

Board Chair **Aaron Isaacs** began his comments by saying that it's clear that the Covid-19 emergency has changed the whole way of doing business for MSM for the next few months and many activities are now on hold for the next 30 days and perhaps longer.

- All shop activities have been suspended by CMO **Dick Zawacki**. However, with the approval of **Zawacki**, pairs of volunteers can work in the shops but need to keep the social distance between each other and certainly no one should work in the shop if they have any kind of symptoms related to the Covid-19 virus, the flu, etc.
- Training has been postponed until we know when the season will begin.
- The 2020 MSM Annual Member's Meeting on April 24th will be postponed in compliance with the Minnesota Governor's order and because the city of St. Paul cancelled the reservation for the Como-Park waiting station where the meeting was to be held. **Isaacs** commented that we'll discuss the alternative for the annual meeting later in this meeting.

What we will do while we're not operating is to increase our Facebook presence. **Rod**

Eaton will lead this effort by increasing the postings on Facebook.

- **Isaacs** reported that the new Como-Harriet video is near completion with the help of local video person **Bill Olexy**. This video will also be posted on YouTube as well as posting a Facebook notice announcing the video.
- **Isaacs** also said that he would like to put the various history PowerPoint presentations that he's presented at past annual meetings on YouTube and he asked **Ben Franske** for help in adding the narrative to the presentations.
- **Rod Eaton** requested that he be allowed to start the kid's clubs on-line and that sounded like a good idea to the Directors.

Corporate Secretary's Report.

Secretary **Jim Vaitkunas** commented that because he was unable to attend the Board meeting held on December 7, 2019 the agenda item to approve the Museum organization chart had been tabled. In preparation for this Board meeting, the chart was sent to all Directors and some others. **Vaitkunas** further commented that the intent of the review and approval of MSM's organization chart is not to comment on who is filling a position on the chart, but to approve the overall general organizational structure of MSM. The bylaws specify only three committees, so the other committees are authorized by the Board approving the organization chart. Chair **Isaacs** then requested that Museum bookkeeper **Mona Isaacs** be added to the Finance Committee.

There being no further discussion on the subject, the following motion was made.

MOTION: Made by Ben Franske; 2nd Karen Kertzman

The MSM organization chart and structure shown thereon as modified is approved.

VOTE: YES – 6; NO – 0. *Motion approved.*

MSM Annual Meeting Schedule and Method of Conduct.

Chair **Isaacs** opened this topic by briefly discussing the problem we are facing with holding MSM’s annual meeting. The meeting was originally scheduled for Friday, April 24th in the evening. To comply with the Minnesota ban on group meetings because of the Covid-19 pandemic, and because the City of St Paul cancelled the meeting location, we now must come up with another way to hold the meeting. **Isaacs** proposed that the annual meeting be held on the following day, Saturday April 25, 2020 using the Zoom computer tele-conference application that the Board is currently using to hold this Board meeting today. **Chris Heck** commented that the meeting would be held similarly to this Board meeting with the difference that most members would be asked to keep their microphones on mute and ask any initial questions or make comments by using Zoom’s chat feature. It was agreed that at the end of the meeting the members would be directed to YouTube where the Como-Harriet video can be viewed.

Jim Vaitkunas commented that his main concern using the Zoom app are two-fold:

- (1) Since we have approximately 320 members on the rolls right now, which includes members who have not yet renewed through the end of March, we need to ensure we have at least 32+ MSM members signed-on to Zoom and participate in the annual meeting. We need a quorum at the meeting to meet the requirement of the state of Minnesota and the Museum’s bylaws.
- (2) The other issue is recording the votes to approve the Treasurer’s report and to elect the two Directors to three-year terms.

Vaitkunas further suggested that we send an e-mail to all MSM members about ten days prior to the annual meeting telling them of the requirement for a quorum and asking them to pre-register with the Corporate Secretary so we can have an idea if we’ll be able to have a valid meeting. Chair **Isaacs** and the Directors concurred and directed that this should be done.

Approval of 2020 Fare and Charter Tariff 2020-1.

Chair **Isaacs** then brought the revised 2020 fare, special event and charter tariff up for review and approval. While the basic \$2.50 fare and the charge for charters are not changing, the cost for several of the special events at ESL have increased by modest amounts. After brief discussion, the following motion was made.

MOTION: Made by Dave French; 2nd Karen Kertzman
The MSM 2020 Fare and Charter Tariff 2020-1 is approved.
VOTE: YES – 6; NO – 0. **Motion approved.**

Suspension of MSM Streetcar Service for May 2020. Chair **Isaacs** stated that that it’s obvious that the Minnesota Governor’s and health staff’s projections for the Covid-19 virus, that we won’t be able to start service in May. This would also include charters. **Isaacs** suggested that the best time for a review of our 2020 schedule, and to decide on the June schedule, would be when the Board meets for its annual meeting on April 25th, which meeting is scheduled for right after the 2020 Annual Meeting. With no comments from the Directors, the following motion was made.

MOTION: Made by Chris Heck; 2nd by Jim Vaitkunas
The MSM 2020 schedule of regular operations and charters is hereby cancelled for May 2020.
VOTE: YES – 6; NO – 0. **Motion approved.**

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Other Business.

Isaacs thanked **Chris Heck** for setting up what turned out to be an interesting way to hold the Director’s meeting and he thanked everyone who participated in the meeting. Chair **Isaacs** then asked for any other announcements from those participating in the meeting and there were no comments from the Directors, except for **Jim Vaitkunas**.

Jim Vaitkunas then discussed the mechanics of using Zoom to conduct the 2020 MSM Annual Member’s Meeting. **Vaitkunas** wondered how the meeting would be managed with upwards of 40 members participating. Chair **Isaacs** commented that it's possible that we could have even more than 40 participants, a greater turnout of our members at this meeting than we normally have because most of our members are required to stay at home by their respective state directives. Both **Chris Heck** and **Ben Franske** responded with comments regarding how the meeting would likely be conducted, especially regarding including the PowerPoint presentations during the meeting. All agreed that it would be good to have a dry run of the annual meeting a few days prior to test the system and the presentations by the MSM officers.

The meeting adjourned at 10:35 AM.


JAMES A. VAITKUNAS
Corporate Secretary

Enclosures:

- 1 – FY 2020 Budget
- 2 – IRS Form 990 and the annual Report to the Minnesota Attorney General for FY/TY 2019
(Corporate Secretary’s note: The TY 2019 IRS 990EZ with schedules is posted on the MSM website for inspection.)
- 3 – MSM Organization Chart
- 4 – MSM Fare and Charter Tariff 2020-1

Minnesota Streetcar Museum
2020 Proposed Budget
January - December 2020

	10 CHSL	20 ESL	30 MSM	TOTAL
	Budget	Budget	Budget	Budget
Income				
4010 Contributions - Unrestricted	1,500.00	850.00	9,000.00	11,350.00
4020 Contributions - Restricted			9,000.00	9,000.00
4021 No. 1300 motor rebuild				0.00
4022 No. 1239 truck rebuild				0.00
4023 No. 10 motor rebuild				0.00
4024 Overhead line rehabilitation				0.00
4025 ESL carbarn rail realignment				0.00
Total 4020 Contributions-Temp. Restr.	\$ 0.00	\$ 0.00	\$ 9,000.00	\$ 9,000.00
4110 Passenger Fares				0.00
4111 Tokens	35,000.00	7,000.00		42,000.00
4112 Season Passes	3,500.00	200.00		3,700.00
4119 Cash Over/Short	-100.00			-100.00
Total 4110 Passenger Fares	\$ 38,400.00	\$ 7,200.00	\$ 0.00	\$ 45,600.00
4120 Charters	3,500.00	1,000.00		4,500.00
4130 Special Events/Revenue	22,500.00	11,500.00		34,000.00
4150 Merchandise Sales				0.00
4151 Taxable Sales	12,000.00	3,000.00	400.00	15,400.00
4152 Non-Taxable Sales	1,300.00	400.00	1,000.00	2,700.00
4159 Sales Tax Expense	-774.30	-190.82	-20.69	-985.81
Total 4150 Merchandise Sales	\$ 12,525.70	\$ 3,209.18	\$ 1,379.31	\$ 17,114.19
4160 Member Dues - Current Year			9,500.00	9,500.00
4191 Interest Income			750.00	750.00
4197 Miscellaneous Income			1,200.00	1,200.00
Total Income	\$ 78,425.70	\$ 23,759.18	\$ 30,829.31	\$ 133,014.19

Minnesota Streetcar Museum
2020 Proposed Budget
January - December 2020

	10 CHSL	20 ESL	30 MSM	TOTAL
	Budget	Budget	Budget	Budget
Expenses				
5100 Repairs and Maintenance				0.00
5110 Engineering (Track & Overhead)	2,800.00	1,500.00		4,300.00
5120 Buildings & Grounds	1,550.00	1,150.00		2,700.00
5130 Streetcar Maintenance	12,000.00	6,000.00		18,000.00
Total 5100 Repairs and Maintenance	\$ 16,350.00	\$ 8,650.00	\$ 0.00	\$ 25,000.00
5200 Operations		400.00	2,500.00	2,900.00
5220 Permits, Licenses, & Dues		500.00	225.00	725.00
5230 Volunteer Services			700.00	700.00
5290 Special Events	6,500.00	2,500.00		9,000.00
Total 5200 Operations	\$ 6,500.00	\$ 3,400.00	\$ 3,425.00	\$ 13,325.00
5300 Insurance			11,000.00	11,000.00
5400 Utilities				0.00
5410 Electricity			7,100.00	7,100.00
5420 Natural Gas for Heat			2,000.00	2,000.00
5430 Water & Sewer			1,050.00	1,050.00
5470 Security System			1,500.00	1,500.00
Total 5400 Utilities	\$ 0.00	\$ 0.00	\$ 11,650.00	\$ 11,650.00
5500 Marketing & Communications			800.00	800.00
5600 Exhibits & archive acquisition			1,250.00	1,250.00
5800 Merchandise Cost			7,000.00	7,000.00
6020 Phone and internet			3,000.00	3,000.00
6030 Administrative expenses			2,350.00	2,350.00
6035 Technology			1,400.00	1,400.00
6060 Membership Publications			8,600.00	8,600.00
6092 Bank Service Charges			65.00	65.00
6093 Credit Card Processing Charge			2,200.00	2,200.00
Total 6090 Other Admin Expense	\$ 0.00	\$ 0.00	\$ 2,265.00	\$ 2,265.00
6600 Reconciliation Discrepancies			50.00	50.00
Total Expenses	\$ 22,850.00	\$ 12,050.00	\$ 52,790.00	\$ 87,690.00
Profit	\$ 55,575.70	\$ 11,709.18	-\$ 21,960.69	\$ 45,324.19
Capital projects				
No. 1300 motor rebuild	24,220.00			
No. 1239 truck rebuild*	120,000.00			
No. 10 motor rebuild		27,000.00		
Overhead line rehabilitation	30,000.00	20,000.00		
ESL carbarn rail realignment		7,000.00		
Total for capital projects	\$ 174,220.00	\$ 54,000.00	\$ 0.00	\$ 228,220.00

* optionally add \$53,194 for two extra motors



MINNESOTA STREETCAR MUSEUM



Organization Chart (April 8, 2020)

Board of Directors

Aaron Isaacs— Chair (2022)	John Dillery (2020)
Dave French — Vice Chair (2022)	Chris Heck *
Jim Vaitkunas — Secretary (2021)	Darel Leipold *
Ben Franske (2021)	Joe Young *
Karen Kertzman (2020)	Myrle Mackenzie *

* Class B Board appointed members (one-year terms)

Term expires on year shown

Committees

Executive

Aaron Isaacs.....	612-231-8989
Dave French.....	651-728-2837
Chris Heck.....	651-249-5358
Bruce Gustafson.....	952-220-5870
Jim Vaitkunas.....	952-688-7255

Finance

Chris Heck – Treasurer & Chair.....	651-249-5358
Bruce Gustafson.....	952-220-5870
Jim Vaitkunas.....	952-688-7255
Aaron Isaacs (ex-officio).....	612-231-8989
Mona Isaacs – Bookkeeper.....	612-345-2123

Departments

Education and Interpretation

Aaron Isaacs – Historian.....	612-231-8989
Russell Olson – Historian.....	952-681-2686
Aaron Isaacs – Archivist & Librarian.....	612-929-7066
Mike Miller – Chair, Restoration & Standards Committee.....	612-927-6960
Aaron Isaacs – Editor, <i>Twin City Lines</i>	612-929-7066
Jim Vaitkunas – Editor, <i>Streetcar Currents</i>	952-688-7255
Dave French – eBay photo buyer.....	651-728-2837

Administration, Membership Services & Information Technology

Jim Vaitkunas – Corporate Secretary.....	952-688-7255
Barbara Gacek – Member Services Manager.....	612-770-1647
Pat Cosgrove – Volunteer Coordinator.....	952-953-6559
Jim Vaitkunas – Insurance Coordinator.....	952-688-7255
Ben Franske – Info Tech Manager & Webmaster.....	952-200-8945

Development & Fundraising

Aaron Isaacs – Coordinator.....	612-231-8989
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Marketing, Community/Public Relations and Special Events

Rod Eaton – Special Events & Projects Manager.....	763-576-0608
<i>Vacant</i> – Charter Development & Marketing Mgr.....	
Brian Long – Facebook History Posts.....	913-687-7103
Rod Eaton & Chris Heck – Facebook Posts Technicians	
Muriel Olsen – Charter Agent.....	612-861-3972

Marketing, Community/Public Relations and Special Events · *Continued*

Bill Arends – Merchandise Manager.....	612-922-2208
Rose Arends – Assistant Merchandise Mgr.....	612-619-6989
Karen Kertzman – Asst. Merchandise Mgr. ESL.....	952-949-0429
Karen Kertzman – Special Events Manager, ESL.....	952-949-0429
Karen & Jim Kertzman – Community Relations Mgrs, ESL.....	952-949-0429
Bill Arends – Linden Hills Stationmaster.....	612-922-2208

Railway Operations · General Superintendent

Bruce Gustafson – General Superintendent.....	952-220-5870
Todd Bender – Superintendent, Excelsior.....	952-334-4065
Jim Kertzman – Assistant Superintendent ESL.....	952-949-0429
Bill Arends – Chief Cashier.....	612-922-2208

Safety Department

John Dillery – Superintendent.....	612-922-9453
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Mechanical Department

Dick Zawacki – Chief Mechanical Officer.....	952-215-4572
Dennis Stephens – Mechanical Projects Coordinator.....	763-784-7942
John Prestholdt – Shop Foreman (CHSL).....	651-698-1173
<i>Vacant</i> – Shop Foreman (ESL)	
Howie Melco – Streetcar Restoration Project Manager.....	651-489-4701
Jerry Peterson – Car Cleaning Foreman (CHSL).....	651-698-5490
Tom Dulebohn – Car Cleaning Foreman (ESL).....	952-472-7891

Engineering Department

Keith Anderson – Chief Engineer.....	612-250-5575
Keith Anderson – Track Foreman.....	612-250-5575
<i>Vacant</i> – Overhead Foreman	
Ben Franske – Power Supply Foreman.....	952-200-8945
Steve McCulloch – Buildings & Grounds Foreman.....	952-237-5095
Ben & Mary Porter – Linden Hills Garden.....	612-251-6371
Karl Jones – Chief of Building Security.....	763-447-7579

Operations Department

Bruce Gustafson – Superintendent.....	952-220-5870
Jim Vaitkunas – Assistant Superintendent.....	952-688-7255
Bruce Gustafson – <i>Shift Planning</i> Manager.....	952-220-5870
Jim Vaitkunas – <i>Shift Planning</i> Assistant.....	952-688-7255
Jim Kertzman – Crew Caller, ESL Charters.....	952-949-0429
Jerry Olsen – Crew Caller, CHSL Charters.....	612-861-3972

Training Department

Dave Higgins – Superintendent.....	612-812-0434
Dave Higgins – Lead Trainer for CHSL.....	612-812-0434
Todd Bender – Lead Trainer for ESL.....	952-334-4065
Chris Heck – Lead Trainer, PCC No. 322.....	651-249-5358
Rose Arends – Lead Trainer, Station Agents.....	612-619-6989

EMERGENCY TELEPHONE NUMBERS

Silent Knight System (CHSL).....952-881-0344
See your wallet card for the Linden Hills carbarn and Linden Hills station
passcode

Silent Knight System (ESL).....952-881-0344
See your wallet card for the Excelsior carbarn passcode

FIRE/MEDICAL/POLICE.....911

**Xcel Energy (power supply problems) SEE INSTRUCTIONS AND TELEPHONE
NUMBER ON POWER CONTROL PANEL**

BUILDING ADDRESSES:

ESL Carbarn:

501 Highway 7
Excelsior, MN 55331

G.K. Isaacs Carbarn:

4291 Queen Ave., South
Minneapolis, MN 55410

Linden Hills Station:

2330 West 42nd St.
Minneapolis, MN 55410

MSM Telephone Numbers

CHARTER INFORMATION AND RESERVATIONS

952-922-1096

GEORGE ISAACS CARBARN:	952-925-3543
LINDEN HILLS STATION:	952-925-3716
EXCELSIOR CARBARN	952-474-3803

MSM Business Information

GENERAL INFORMATION AND VOLUNTEER OPPORTUNITIES: 952-922-1096

MSM WEBSITE: WWW.TROLLEYRIDE.ORG

MUSEUM E-MAIL: INFO@MSMUSEUM.ORG

BUSINESS ADDRESS: MINNESOTA STREETCAR MUSEUM
P.O. Box 16509
MINNEAPOLIS, MN 55416-0509



Steve Glischinski Photo

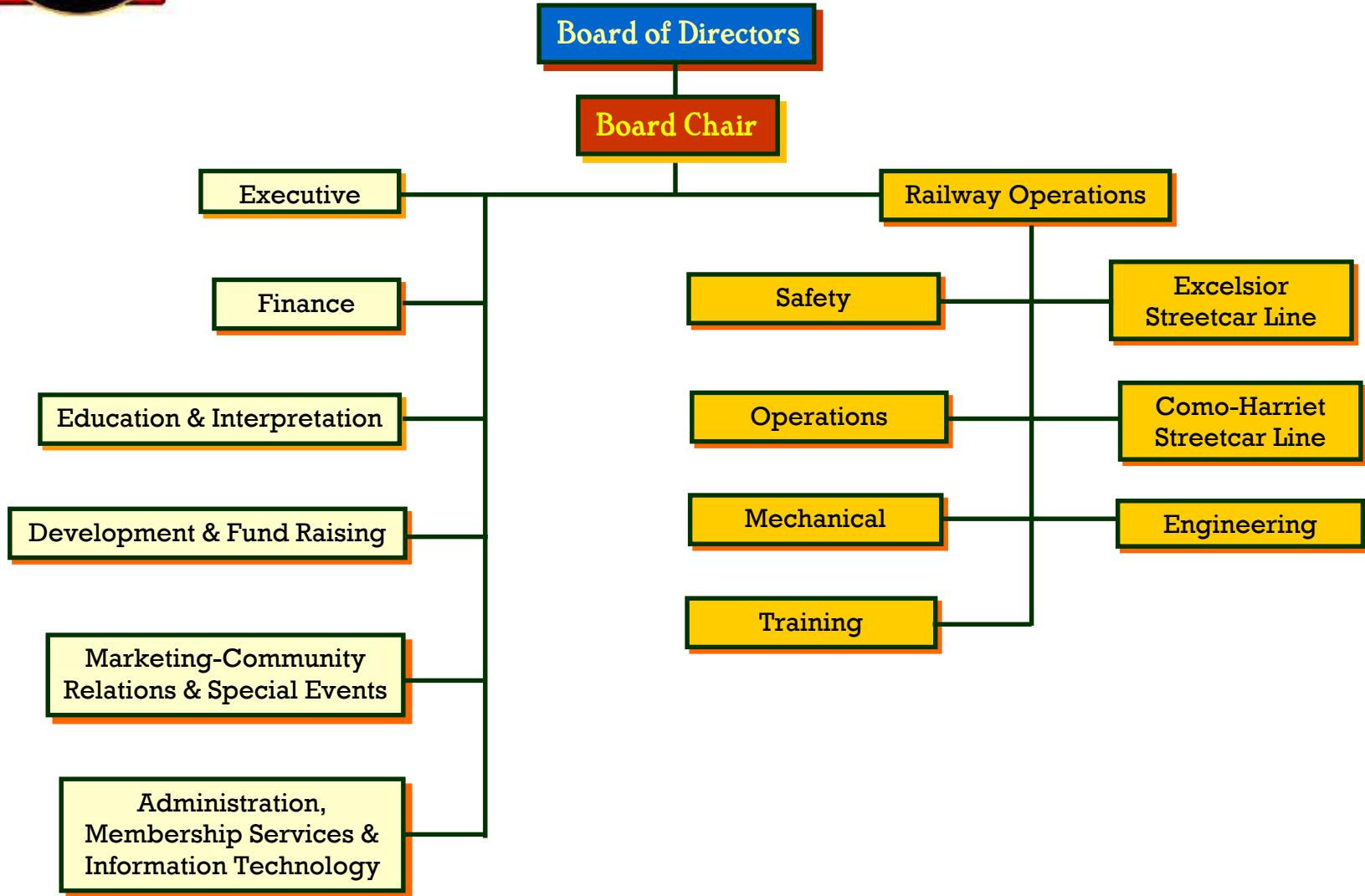


Karen Kertzman Photo



MINNESOTA STREETCAR MUSEUM

Organization Diagram



THE MINNESOTA STREETCAR MUSEUM, INC.

PASSENGER FARE AND CHARTER TARIFF 2020-1

NAMING

BASIC AND SPECIAL EVENT PASSENGER FARES AND STREETCAR CHARTER RATES

APPLICABLE AT
THE COMO-HARRIET STREETCAR LINE
AND
THE EXCELSIOR STREETCAR LINE

PASSENGER FARES, SPECIAL TICKET AND PASS PRICES AND STREETCAR CHARTER RATES TARIFF

Issued: April 1, 2020

EFFECTIVE: May 1, 2020

ISSUED BY

Bruce Gustafson
General Superintendent
P.O. Box 16509
Minneapolis, Minnesota 55416-0509
(952) 922-1096

PASSENGER FARES

\$2.50 For any passenger four years of age and older

SPECIAL TICKETS AND PASSES

SEASON PASS	\$60.00
DAY PASS	\$ 7.00
FIVE-RIDE PASS	\$12.50
TEN-RIDE PASS	\$23.00

SPECIAL EVENT FARES

RAILWAY	EVENT	FARE	RAILWAY	EVENT	FARE
CHSL	PJ Trolley	\$5	CHSL	Halloween Late Show	\$10
CHSL	Owl Service	\$2.50			
CHSL	Murder Mystery	\$15	CHSL	Ghost Trolley	\$4
CHSL	Streetcar Camp I	\$49	CHSL	Trick 'r Trolley	\$5
CHSL	Streetcar Camp II	\$49	CHSL	Holly Trolley	\$5
CHSL	Farmer Jan & Ken's Pumpkin Patch:	\$6 per Pump.	CHSL	Vinternatt	\$6
	<i>Regular fare plus-</i>		ESL	Story Time Trolley	\$5
CHSL	Graveyard Ghost Stories	\$15	ESL	Ghost Trolley	\$4
			ESL	Trolleyween	\$5
			ESL	Chriskindlsmarkt	\$4

STREETCAR CHARTERS

(30 MINUTES IN DURATION)

\$85.00

\$65.00 (MSM Members)

COMMERCIAL STREETCAR CHARTERS

TIME	SINGLE CAR	2 ND CAR
Two-hour minimum	\$340	\$170
Half-day (4 hours)	\$680	\$340
Full-day (8 hours)	\$1,360	\$680
Overtime (beyond 8 hours)	\$125/hour	\$100/hour

These fees can be negotiable depending on the length and circumstances of the use of the Museum's streetcars and facilities.