

## **Museum of Bus Transportation**

### **Board of Directors Meeting, January 29, 2019 7PM**

#### **Board Members in Attendance:**

John Dockendorf, Dave Schmidt, John Oakman, Howard Nice, Angel Tollens, Ed Wolf, Dave Millhouser, Dino Mandros, Elizabeth Deffer, Becky Tollens, Don Barlup, Tom Collins

#### **Advisers and Guests in Attendance:**

Ralph Fetrow, Ken McNelis, Mark Watson, Walter Earl, Michael Burshtin, Bob Smith

Dave Schmidt opened the meeting at 7 PM, and Secretary Dave Millhouser declared a quorum.

Dave Millhouser moved that the Board accept the minutes of the last regular meeting (11 20 2018) and the special meeting (11 03 2018). Dino Mandros seconded and motion passed unanimously.

**AACA Museum's** Jeff Bliemeister reported that all was going well there. Their "Land Yachts" exhibit was well received, and they will be doing a Studebaker one next. They are excited about hosting a car club open house on March 22

**Treasurers Report** Ed Wolf A late year contribution by Jim and Kate Lehrer of \$12,500 helped significantly but we lost around \$14,000 in 2018. We reduced expenses, but still need more revenue.

Long time member Robert Sauer generously bequeathed us \$15,000 early this year, with \$5,000 each earmarked for maintenance, building and general funds.

Treasurer Howard Nice asked that two signatures no longer be required for any check of any amount. If a check is needed greater than \$500.00 the President and/or Vice President will be informed.

**President's Report** Dave Schmidt welcomed new Board Members Elizabeth Deffer, Jimmy Hall and Becky Tollens, and thanked everyone for their efforts in during his term as President.

**Curator/Historian/Archivist** Bob Smith reported that he will have a quote by the next Board Meeting for adding lighting on North wall of our space.

We will be taking 2 buses to October car show... Scenicruiser and Eagle

Working with Events Committee, the Spring Fling will be a Transit theme, with special recognition of the 60<sup>th</sup> birthday of the Fishbowl Transit.

The AACA Library is willing to include our archives in their collection, which would save us \$800+ a year in rental. The only downside is that we would no longer be able to take maintenance and parts manuals out of the building to work on buses. We could, however, make copies of relevant pages.

**Gift Shop** John Dockendorf reported that we finished the year strong (and began 2019 well but we were still @ \$1,500 short of last year, with total revenue of \$8,800

**Fleet Committee** John Oakman had no information to report.

**Events Committee** Becky Tollens reported preparations under way, and that she has high hopes that the transit/Fishbowl Anniversary theme will attract large attendance.

**Donations Committee** Dino Mandros had nothing to report.

**Finance Committee** Ralph Fetrow reported we have \$190,871.50, with \$11,397.50 liquid. We made \$1969.36 in interest last year.

**Marketing Committee** Mark Szyperski submitted his report in writing, as he was still at ABA Marketplace (where he was representing MBT)

1) The Museum of Bus Transportation was provided a booth at no cost at the United Motorcoach Association Expo on January 6th through 9th. Angel and Becky Tollens were at the booth at their own expense the entire time. They did a great job of pulling in people to booth and also getting pictures of the visitors who were then posted on our Facebook Page.

2) The Museum was also provided a booth at no cost at the American Bus Association 2019 Marketplace in Louisville, KY. A very large number of visitors stopped by the booth and spoke with Mark Szyperski who has been at the booth on behalf of the Museum. The American Bus Association had a drawing for those who were attending the Marketplace for the first time. The Museum of Bus Transportation provided 2 gift certificates for entry to the museum, which were won by an employee of Burke Christian Tours in North Carolina. a. The biggest observation was how the recognition of the Museum of Bus Transportation has grown. Roughly only 20% of the visitors to the Booth had not heard of the Museum. When this booth was first started about 4 years ago, more than 70% of the visitors did not know there was a bus museum. A very large number of visitors stated they were going to try and make it to this year's Spring Fling.

3) The website is being “flipped” around to provide information and forms for the 2019 Spring Fling. The information and forms created for the Annual meeting will be moved to “storage” so they can be used again next year.

4) The Fall Newsletter that was sent out in December was sent with 1st class postage. This issue, we had so many people receiving the newsletter electronically, it was actually less expensive to send it by 1st class mail, rather than bulk mail, as bulk mail requires a minimum number of mailings. Our print charges for the extra copies would have been more than the cost of mailing 1st class, so we are well on our way to additional savings by Emailing the newsletter.

5) Press Releases will be going out soon about the Spring Fling 2019. They should be to the industry media by mid-February.

6) Facebook numbers continue to grow, and Mark Watson continues to do great work by keeping multiple posts per week, keeping interest up. Many who stopped by the ABA Booth mentioned seeing the Facebook Posts. At this point, Mark Watson can provide more information on the Facebook Social Media.

**Old Business** John Oakman reported that the joint venture representatives from MBT had their first meeting with their AACAM counterparts and it went very well. The only hurdle they see is how to sever MBT from car club, while still having Directors Insurance for our Board. They are getting quotes on outside source for that insurance.

**New Business** Ed Wolf moved (and Becky Tollens seconded) that we have a 60 day interim period where Ed is still involved in both banking and transferring computer files to the new Treasurer. This is necessary because it is taking time to get bank accounts re aligned. Motion passed unanimously.

#### **Election of New Officers (Two year term)**

John Oakman (President), Dave Schmidt (Vice President) and Howard Nice (Treasurer) were all elected unanimously. Dave Millhouser was re-elected Secretary by an 8 to 6 vote.

At this point Dave Schmidt turned the meeting over to John Oakman.

Oakman proposed the following appointments:

Immediate Past President

Parliamentarian

AACA Representative

- Alternate

Office & Gift Shop Manager

Museum Curator

- Assistant Curator

Industry Historian & Document Archivist

David Schmidt

David Schmidt

John Oakman

David Schmidt

John Dockendorf

David Schmidt

Stan Sipko

Bob Smith

## COMMITTEES

## Chairman

### Executive

John Oakman

D. Millhouser, Mike Laffan, David Schmidt, Howard Nice, Jimmy Hall

### Financial

Howard Nice

### Fleet

Annex, receiving fleet, titles, fund raising, adopt a bus Ed Wolf

### Events and fund raising

Becky Tollens

### Marketing/Newsletter/Grant, Fund Raising

Mark Szyperski

### Industry Relations / Corporate fund raising

M. Laffan

### MEMORABILIA / fund raising

Dino Mandros

### Membership Committee Deffer

Jimmy Hall / Elizabeth

Each Committee head will assign and create their own team. They will report to the committee head only, and the committee head will in turn go to whom ever to get answer. No one from the committee should make any decision or request to anyone inside or outside of the museum, it must all come through each committee head. There should be no phone calls made concerning any committee unless they are made by the head of that committee.

Each committee will need to develop a budget, for the next 12 months, and where the money will come from to be able to do their budget. In the case of spring fling, annual meeting, fleet, book store, and insurance, a budget must be completed before we move forward with any commitments. The head of the committee can not sign anything or commit to any thing until it is presented to the Board and once approved a panel of three (3) people headed up by Financial head, who will assign the other two (2) members. Once this is completed a minimum of two (2) out of the three (3) or all three up to head of financial approve any contract signed, money spent or needed.

Dave Millhouser moved that we accept the appointments and protocol, Dave Schmidt seconded and the motion was passed unanimously.

John Oakman indicated that MBT expects each committee was responsible for raising \$5,000 towards the Museums budget each year.

Dave Schmidt then moved (Howard Nice seconded):

All Committee Chairs (including Curator) must submit a Budget for the year by March 1.

The Budget will be reviewed and approved by the MBT Executive Committee by March 31.

The Approval Process may include dialogue with the Committee Chair which will result in modification to the Budget presented prior to approval.

Until the required Budget is submitted and approved all Committee expenditures must be approved by the Treasurer and two (2) members of the Executive Committee.

Once the Budget is approved the Committee Chair may spend up to \$500 of their approved budget without prior approval.

All Budget Expenditures over \$500 - must be approved in advance by the Treasurer to insure funds are available to proceed.

If the Committee Chair and Treasurer cannot come to an agreement either one can bring the Approval Request to the MBT Executive Committee for review.

The motion was approved unanimously.

Events Chair Becky Tollens pointed out that she had made some commitments related to Spring Fling and John Oakman indicated that there would be no problem honoring them.

Howard Nice moved that the meeting adjourn at @ 7:50, Dave Millhouser seconded, and motion passed unanimously.

ADDENDUM: This was sent to Advisers with cc to Board Members 1/30/2019

From John Oakman:

"I want to first apologize to the following folks: You are all very important to use and we would like you to continue to serve the Museum of Bus transportation for the next 2 years as our Advisers under my Presidency.

It was my mistake not to contact each one of you directly and ask if you would serve as an adviser for the next two (2) years

I know understand that your contact with any questions or concerns is Me, so please deal with me in anyway that is needed.

I enjoyed working with each one of you last year and look forward to doing the same in the years to come

Michael Burshtin

Ed Wolf

Terry Cosentino

Walter Earl

Ralph Fetrow

John Lenhart

Ken McNelis

Mark Watson

Lauren Cochran

Dates for 2019

Board Meeting and significant dates for 2019. Board Meetings are all 7 PM Eastern time.

Board Meeting March 19

Board Meeting May 21

Spring Fling 5/31 – 6/1

Board Meeting July 16

Board Meeting September 17

Annual Meeting October 19

Board Meeting November 19