

Golden Spike Tower

Board of Director's Meeting

January 19, 2018 – Golden Spike Tower and Visitors Center

Present: Dan Blank, Ty Lucas, Jim Nisley, Jennifer Priest, Mike Steele, Kathy Swain

Tanya Hoatson – McPherron, Skiles & Loop

Staff present: Kirsten Parker, Sydney

M/ Swain Approve minutes from December meeting with correction of McPherron, Skiles & Loop as the CPA firm.

2<sup>nd</sup>/ Lucas

Motion carried.

### **Executive Report**

Parker reported on the top selling items in the gift shop as requested.

Snapshots of 2016 vs 20178 were provided as well.

Parker shared that the supply of Bailey Yard book packages is very low/out. The last order was placed many years ago and was a large order. Parker will do research on the re-order and report to the BOD.

RJ Meyer will address the late fee from the IRS. They will attempt to get it waived.

Parker reported there was a bill from the previous CPA for work that was not completed. The BOD directed Parker to discuss a resolution with them that would pay for payroll services rendered only, not bank reconciliations.

North Platte Rail Days will be September 21 -23, 2018. Blank reported the Operation Life Saver train is confirmed. UPRR is beginning to organize and plan for equipment displays.

The Diesel Shop VIP package has been approved by UPRR. There will be a contest/raffle to award the package.

A Heart Walk will be an additional activity during the celebration.

Parker reported a storage shed is needed. The new one will need to be able to withstand high winds due to the placement. BOD suggested contacting Boy Scouts as a

possible Eagle Scout project, NPPS Skills class or MPCC construction class. Parker will follow up and report back.

Inventory is done, it went very well. A designated freight check –in area has been created to assist with proper processing of new merchandise.

Kirsten hurt her hand while taking down Christmas decorations. The injury has been filed as a work comp claim.

Pumpkin Patch partners have all been paid.

Parker volunteered at the Denver Stock Show.

The volunteer/employee Christmas party was a huge success! Kirsten and her staff did a great job.

Parker attended Nebraska Tourism meeting in Lincoln. Legislative discussion was held regarding funding on the state level.

### **Finance Committee**

Committee is very pleased with the final 2017 financials. The staff did a great job of controlling spending. Chair Lucas expressed thanks to Hoatson for their timely book keeping services.

The goal to pay all invoices in a timely manner has been achieved. The Accounts Payable report looks good.

There was a \$174,000 reduction of principal on the USDA load in 2017.

Special events vs admissions and gift shop and the budget discussed. Special events income was under budget, however admissions/gift shop income exceeded the budget.

The insurance agent failed to renew the Blue Cross Blue Shield policy resulting in cancellation. Parker has the renewal and cancellation letters on file. The staff had no insurance coverage in January resulting in the need for a temporary policy. Due to the cancellation of the policy, the staff now has United Health Care as their insurance provider.

M/ Lucas Reimburse staff for any out of pocket expense incurred do to the insurance cancellation.

2<sup>nd</sup>/ Swain

Motion carried

Parker will visit with the agent regarding reimbursement for the temporary policy.

Discussion was held regarding the occupancy tax issue and the Oak Tree. GST will formally inquire about the loss of the tax to the UPRR.

M/ Priest Approve finance report

2<sup>nd</sup>/ Swain

Motion carried

### **Operations Committee**

There is an open position on the BOD.

Parker will research our current insurance policy to see if it covers Theft and Crime. If not, it will renew with Rosenberg.

February and March BOD meetings will be strategic planning sessions with Lorre McKeone.

Blank will send committee info, BOD is to choose a committee to serve/chair and contact him with the info.

### **Growth Committee**

Hanson will be attending ABA in January and has several appointments with tour operators. She shared new tour ideas with BOD. The ideas are creative and should increase tours.

### **Education**

BOD will do a sample virtual tour at the April meeting.

M/ Priest Move into executive session at 9:15AM

2<sup>nd</sup>/ Swain

Motion carried

Respectfully submitted Jennifer Priest, Secretary