



Division 5

Membership

Guide

22 April 2009



Table Of Contents

Division 5 Overview.....	3
Logos.....	3
Division Organization.....	4
Officers and Elections.....	4
Appointed Positions.....	4
Division 5 Board Of Directors (BOD).....	4
Volunteer Positions.....	5
Nametags.....	5
Contacts.....	6
Newsletter – <i>The Trainwire</i>	7
Division 5 Forms & Literature.....	7
Monthly Membership Meetings.....	8
Typical Meeting Agenda.....	9
Swap Table At Meeting.....	9
Bring & Brag.....	10
Division 5 Award Certificates.....	11
Member Rewards.....	12
Meeting Raffle.....	12
Losers Raffle.....	12
New Display Award.....	13
Meeting Clinic / Program.....	13
Bring & Brag.....	13
Trainwire Submissions.....	14
Division HO Modules.....	14
Division 5 Apparel.....	14
Division 5 Expense Reimbursement.....	15
Annual Events.....	15
Railfest.....	15
Lake Farmpark Country Lights.....	15
Lake Metroparks "Railroads In The Parks".....	16
Willoughby Railroad Days.....	16
Model Railroad Promotional Day.....	16
Division 5 Holiday Party.....	16

Division 5 Overview

Division 5 is part of the National Model Railroad Association. The NMRA is broken into geographic Regions and the Regions are broken into Divisions. Division 5 is part of the Mid Central Region. Members of the NMRA that live in the Ohio counties of Lake, Geauga, and Ashtabula are automatically members of Division 5. You must be a member of the NMRA to be a member of Division 5, but everyone is more than welcome to attend our meetings.

Our goal is to promote the hobby of model railroading, promote fellowship among NMRA members, provide a common meeting ground for social activities, and to engage in any and all activities that will enhance the hobby of model railroading.

Division 5 was created in April of 1961. It is incorporated in the State of Ohio as a Not-For-Profit organization. In 2005, Division 5 was incorporated as a Federal 501(c)(3) Non-Profit Educational Organization.

We are governed by a set of formal regulations developed by Division 5, but we also must adhere to the regulations of the NMRA and the Mid Central Region. Copies of the Division 5 Regulations can be obtained from the Division Clerk. Copies of the NMRA and Mid Central Region are available from their respective websites.

Nickname: The Western Reserve Division

Logos

Original and standard logo:



Alternate logo developed in 2001:



Division Organization

Officers and Elections

There are 3 elected officers in the Division:

- Superintendent
- Assistant Superintendent
- Treasurer

Elections are held every two years in the Spring of the even-numbered years. Only Division 5 members may hold office. Terms are two years in length and are limited to 4 consecutive years (two terms) in a row in the same office. If a member has been in a position for two consecutive terms, they can be elected for that position again after they have been out of that position for one term.

Appointed Positions

The Superintendent appoints the following positions:

- Clerk
- Trainwire Editor
- Trustees – 4 total – we try to have at least one from Lake, Geauga, and Ashtabula counties

The terms for these appointed positions are considered to be the same as the elected officers, except that the Superintendent can replace the people in these positions at any time and there are no term limits on these positions. When the two year term is up, the people in these positions are given the opportunity to continue in the position or relinquish the position to someone else.

Division 5 Board Of Directors (BOD)

The Division 5 Board Of Directors handles the general business of the Division. They manage the finances, plan events, coordinate the membership meeting programs, and deal with problems that come up. The BOD meets on a separate date than the regular membership meeting. Currently, the BOD meets on the third Monday of the month, usually at the Hambden Town Hall. The meetings are open to any Division 5 member that would like to attend.

The Division 5 BOD consists of the following people:

- Superintendent
- Assistant Superintendent
- Treasurer
- Clerk
- Trainwire Editor
- 4 Trustees

Volunteer Positions

There are a number of volunteer positions that have been created within the Division.

- Railfest Chairman
- Promo Day Coordinator
- Achievement Program
- Contest Coordinator
- VCR / TV Coordinator
- Auditor
- HO Module Coordinator
- Refreshments Coordinator
- Membership Roster
- Publicity Coordinator
- Division Tripmaster
- Programs / Clinics Coordinator
- Webmaster
- Company Store
- Convention Chairman

These positions do not have any voting privileges at the BOD meeting and are approved by the Superintendent. Volunteer positions can be added or removed as needed. Like the appointed positions, the terms of these positions are considered to be the same as the elected officers, the Superintendent can replace the people in these positions at any time, and there are no term limits on these positions. When the two year term is up, the people in these positions are given the opportunity to continue in the position or relinquish the position to someone else.

Nametags

A printed nametag and clip-on holder is provided for every Division 5 member. The member can choose to either keep his nametag and take it home or leave the nametag on the nametag rack. The nametag rack does not always make it to every meeting and event, so many members keep it with them.

Nametags are not required. However, they are very helpful at Division 5 meetings and events to get to know people. They are also useful at various Division 5 shows to identify which people are Division 5 members.

The Membership Roster Coordinator currently handles printing the nametags for new members. Please contact that person if you have not received your nametag or need a replacement.

Contacts

The current list of officers, appointed positions, and volunteer coordinators can be found on the Division 5 website and in every issue of the Division 5 Trainwire.

Website: www.mcr5.org

You can use the following Division 5 e-mail addresses for the various officers, coordinators, or groups.

Standard E-mail Addresses:

Superintendent	Super@MCR5.org
Assistant Superintendent	AstSuper@MCR5.org
Newsletter (Trainwire) Editor	Trainwire@MCR5.org
Webmaster	Webmaster@MCR5.org
Treasurer	Treasurer@MCR5.org
Clerk	Clerk@MCR5.org
All BOD Members	BOD@MCR5.org
Convention co-chairmen	Convention@MCR5.org
HO Module Coordinator	ModuleCoordinator@MCR5.org
Membership Coordinator	Membership@MCR5.org
Railfest Coordinator	Railfest@MCR5.org
Refreshments Coordinator	Refreshments@MCR5.org
Tripmaster	Tripmaster@MCR5.org
Publicity Coordinator	Publicity@MCR5.org
Promotional Day Coordinator	PromoDay@MCR5.org
Achievement Program Coordinator	AP@MCR5.org
Contest Coordinator	Contest@MCR5.org
Auditors	Audit@MCR5.org

Official Division 5 Mailing Address:

Division 5 – MCR - NMRA
P.O. Box 5081
Mentor, OH 44061

Newsletter – The Trainwire

Our newsletter is called The Trainwire. It is published monthly and sent to all members of Division 5. Non-members may purchase a paper subscription for \$12 a year or get it electronically for free from our website at www.mcr5.org/news.htm.

The Trainwire is provided in both electronic (PDF) and paper format. Division 5 members may select which version they want to receive. We encourage all Division 5 members that have internet access to get The Trainwire in electronic format. This saves the Division a great deal of money by not having to pay for copying and postage, and it reduces the amount of work that our Trainwire Editor has to do.

The paper format of The Trainwire is printed in black & white while the electronic version is in color. We try to include pictures, clip art, flyers, etc. in The Trainwire. These are much easier to view in the electronic version.

We keep approximately the last year and a half of Trainwires on our website, so you can go back and look at past issues. You can save the electronic copy to your computer so that you will always have it.

We encourage all Division 5 members to submit articles, photos, modeling tips, product reviews, etc. to The Trainwire for publication. The author of any items that are accepted by The Trainwire Editor and published receives a Division 5 award certificate. An article earns \$10, a set of photos \$5, a modeling tip \$5, a product review \$10, and anything else is up to the discretion of The Trainwire Editor.

Division 5 Forms & Literature

The Division has a number of different forms for various submissions. We also have a number of brochures and guides that we have put together. Copies of these are available from the Division Clerk or can be downloaded from the Division website.

- Division 5 Apparel Order Form
- Division 5 Expense Reimbursement Form
- New Display Award Submittal Form
- Railfest Fleamarket Table Item Form
- Layout Tour Survey Form
- Division 5 Regulations
- Division 5 Brochure
- Northeast Ohio Railfanning Guide

Monthly Membership Meetings

Division 5 membership meetings are held on the first Friday of every month at 7:30 pm. The majority of our meetings are held at the Hambden Township Hall, 13887 GAR Highway (Rt. 6, just east of Rt 608), Chardon, Ohio 44024 (see the map below). This facility is handicapped accessible and non-smoking.



We do occasionally have a meeting at some other special location. It is best to check the Trainwire or with one of the Division officers about where the next meeting will be held.

Typical Meeting Agenda

- The first part of the meeting is our business meeting that usually lasts from 30 to 45 minutes.
- We then have a Bring & Brag time where members talk about railroad related items they have brought to the meeting to show.
- We then break for refreshments, a raffle, make purchases at the sales table, take time to look at the Bring & Brag items, and just socialize.
- The final event for the evening is a model railroading related program that may be a clinic on how to perform some modeling technique, a slide show, a guest speaker, the viewing of a train related video, a general discussion period, etc.
- The meeting is usually over between 9:30 and 10:00 p.m.

Swap Table At Meeting

Division 5 sets aside a number of tables at every regular membership meeting to be used by those members wishing to sell or swap model railroad items.

Rules:

- Seller is responsible for his own items
- Seller is responsible for collecting money or traded items
- Seller must take home any of his items not disposed of during the meeting

Bring & Brag

At the regular monthly meetings, anyone can bring in something that is prototype or model railroad related to show to the rest of the group. Those members meeting the Bring & Brag rules will receive a \$5 Division 5 Award Certificate. We have modified the rules slightly over the years. Here are the current conditions that must be met in order to qualify as a Bring & Brag entry:

- Must be something related to railroading or model building (unless specifically stated otherwise for a particular theme)
- Must be something that you personally have done work on within the last 6 months (unless specifically stated otherwise for a particular theme)
- Only reasonably complete items qualify. Work in progress is welcome for display and is encouraged to show people your progress or how something is built, but it does not qualify for a Certificate until the completed model is shown
- Items **Do Not** have to adhere to the theme for the evening. The theme is only meant to be a guideline to get more variety of models displayed.

Division 5's Bring & Brag has evolved over the years. A long time ago, we use to have just a popular vote contest at the meetings. People would bring in whatever models they wanted and everyone would cast a vote for the model they liked best. The first, second, and third place winners received a Div 5 Award Certificate. We weren't getting many people participating in this and so the BOD decided to change it to the way we have it today.

The intent of Division 5's Bring & Brag is:

- Encourage everyone to display their model building work (no contest, no competition, everyone who participates receives a \$5 Div 5 Certificate)
- Show items of railroading interest to the members to educate and entertain
- Encourage people to do some model work **NOW** (reason for the "must have been done in the last 6 months" time limit)
- Show a variety of model railroad subjects (one reason for our B&B themes)
- Work on something you haven't tried before (another reason for our B&B themes)
- Inform others of modeling tips and tricks (reason we have each person describe their model and anything special they did in building it)

Division 5 Award Certificates

As a way to reward and encourage our members to participate in group events, share their model railroading expertise with us, and/or do some model building, Division 5 issues Award Certificates. The certificates are issued to members and guests that participate in specified activities. These activities include displaying their current model work at our Bring & Brag during the monthly meeting, putting on a clinic, writing an article or modeling tip for our newsletter, or building a model railroad display to show to the public. These certificates are gift certificates redeemable for merchandise at participating hobby dealers within our Division 5 geographic area (Lake, Geauga, and Ashtabula counties).

The Award Certificate is treated the same as cash at the participating hobby dealers when purchasing merchandise. However, the certificate is ONLY to be used toward the purchase of merchandise. No cash will returned to the certificate bearer, even if the amount of the purchase is less than the value of the certificate. You need to either spend more than the amount of the certificate and make up the balance in your own cash, or forfeit what ever change is due back to you. If you have larger value certificates, the Division will allow you to exchange these for smaller denominations. A \$5 certificate is the smallest denomination that we will issue.

The intent of the certificate is to have the bearer purchase model railroading equipment and supplies, not to get cash to spend on other things. The intent is also to get the bearer to spend his money at the dealers supporting the Division 5 certificate program.

An example Award Certificate is shown below. Award Certificates are typically in the amounts of \$5 and \$10. The \$5 and \$10 certificates are 8 1/2" x 5 1/2" in size. We do issue some special certificates as prizes at our annual party that range in value from \$25 to \$100. These certificates are of the same general format but are on a full sheet of paper instead of a half sheet, and have the dollar amount written in. We do not issue any certificates with a value greater than \$100.



We try to keep the certificates color-coded but there is a chance in the future that the colors could change. For now, the \$5 certificates are pink, the \$10 certificates are blue, and the special certificates are green.

NOTE: All valid Division 5 certificates have a certificate number (either hand-written or computer printed), an expiration date, and have been embossed with the Division 5 seal. The expiration date is one year from when the certificate was issued. Only valid certificates will be accepted by the dealers and redeemed by the Division.

Member Rewards

The following are ways that Division 5 members can earn Award Certificates:

- ❖ Meeting Raffle (every meeting)
- ❖ Annual Losers Raffle (at Div 5 Christmas Party)
- ❖ New display award certificate
- ❖ Trainwire Submissions
- ❖ Putting on a Meeting Clinic or Program
- ❖ Bring & Brag (every meeting – limited to one certificate per meeting)

Meeting Raffle

At every regular monthly Division 5 membership meeting, a raffle is held. Each Division 5 member is given one free raffle ticket per meeting. Note: It is up to you to go to the table to get your free raffle ticket. Members and guests can buy additional tickets at a cost of \$1.00 each. You must write your name on the back of each ticket. The free ticket goes in a specific container. Only one ticket is drawn from this and the winner receives a \$10 Division 5 Award Certificate. Any purchased tickets go in a separate container. Four tickets are drawn from purchased tickets container and the winners each receive a \$5 Division 5 Award Certificate. You must be present to win.

Losers Raffle

All the losing raffle tickets left over from the monthly meeting raffles throughout the year are collected for one last drawing. At the annual Division 5 party, 15 tickets are drawn from this collection. Winners received Division 5 Award Certificates ranging in value from \$25 to \$100. You do not have to be present to win. Only Division members are eligible.

New Display Award

As a way to encourage Division 5 members to build new modules and displays, a \$50 Division 5 Award Certificate is given to a member that completes a new display and shows it at a sanctioned NMRA event. The following rules apply:

- The display must be a model railroad diorama or module in any scale and be at least 4 square feet in area. Multiple modules that are joined together to create a single scene only count as one display.
- The display must be considered "complete" in that all major construction has been completed and scenery is in place.
- All submissions must have been completed within the last year.
- A member may only receive two awards for displays a year.
- Displays which are the property of the Division, or have been partially funded by the Division, are not eligible.
- The Division member, or the group the Division member is part of, must have a sign advertising Division 5 membership and have NMRA pamphlets available.
- Accepted public showings include Division 5's Railfest, NMRA shows and conventions, Lake Farmpark Christmas and Spring set-ups, and Willoughby Railroad Days. The Division officers will determine what is an acceptable public showing in addition to those listed. It is the Division member's choice as to which of these events the display is shown.
- The Division officers or their selected representatives have final approval of the awards.

A New Model RR Display Reward Application form must be filled out and submitted to the Division Treasurer in order for you to receive your certificate. These forms are available from the Division 5 Clerk.

Meeting Clinic / Program

Any Division 5 member that puts on a program or clinic at a meeting receives a \$10 Award Certificate. Each person that is part of putting on the presentation receives a certificate.

Bring & Brag

Those Division 5 members that participate in the Bring & Brag at Division 5 meetings receive a \$5 Award Certificate as long as at least one of the items they display meets the Bring & Brag rules. There is a limit of one \$5 certificate per member per meeting for Bring & Brag items.

Trainwire Submissions

As a way to encourage Division 5 members to submit material for the newsletter, Division 5 Award Certificates are given to those members that have something published in the Trainwire. The awards are as follows:

- Article of at least one 8 ½ by 11 page \$10 Award Certificate
- Photos only (no captions) \$5 Award Certificate
- Photo Article (6 or more photos with detailed captions) \$10 Award Certificate
- Modeling Tip \$5 Award Certificate
- Product Review \$10 Award Certificate

Anything else is up to the discretion of the Trainwire Editor. Normal meeting minutes, officer columns, coordinator reports, standard Division 5 business related items, etc, are not eligible. The submission must be your own work, not a copy of something someone else did. The Trainwire Editor is eligible if items are over and above the normal editor duties.

Division HO Modules

As part of our promotion of the hobby, Division 5 has a collection of HO modules that are set up for various train shows and events. The Division paid for the basic module frames and the general layout equipment. Individuals have been provided with a module frame and are free to create whatever scene they want within certain guidelines. Since the Division paid for a substantial part of the HO modules, they are considered to belong to the Division. However, whatever an individual purchases and adds to his module still belongs to him. If a person decides that he doesn't want to maintain the module anymore, he can remove his personal items from the module and return the basic frame to the Division.

The module policy has been revised to now permit individuals to build and own their modules. They may build as many modules as they want and whatever scenes they want. If an individual wants to build his own module frame, he is free to do so. However, the HO Module Coordinator must inspect the module and certify that it meets all the Division 5 design criteria before it will be allowed to be part of the modular layout.

The Division 5 members that participate in the HO module group are like a club within the Division. The Division 5 HO Module Coordinator is the leader of this group. He coordinates events, setups, work sessions, planning, and the group's finances.

Division 5 Apparel

In the past, the Division had some shirts and hats made with the newer version of the Division logo. These can still be obtained if there is enough demand to justify an order. These items are tan/khaki in color with black trim.

The Division has now gone with an alternate supplier. This has changed what is available in Division apparel. A member may now order a wider variety of items. An order form is available from the Division Clerk and can also be downloaded from the Division website.

Division 5 Expense Reimbursement

If a Division 5 member spends money on an **AUTHORIZED** purchase for the Division, the member will be reimbursed for the expense. A Division 5 Reimbursement Form must be filled out, approved by the Superintendent or Assistant Superintendent, and then given to the Treasurer for payment.

Some typical expenses include:

- Copying (Trainwire, Div 5 brochures, flyers, etc.)
- Postage (Trainwire, special mailings, Division correspondence, etc.)
- Meeting and special even refreshments
- Special event advertising
- Truck rental for transporting Division 5 modules
- Mileage to certain MCR business meetings (must be authorized in advance)

Annual Events

Division 5 puts on or participates in the following annual events:

- Division 5 Railfest
- Lake Metroparks "Railroads In The Parks"
- Willoughby Railroad Days
- Model Railroad Promotional Day
- Division 5 Holiday Party
- Lake Farmpark Country Lights

Railfest

Railfest is Division 5's primary money making activity for the year. Since it was started in 1984, it has grown into one the best and largest train shows in the area. Emphasis is placed on making this a family activity. Not only are there a large number of model railroad dealers (over 300 tables), but also there are many operating model railroad displays. Railfest is held every year in March at Lakeland Community College in Kirtland, Ohio. The date is typically the second or third weekend of March, depending on the college's schedule.

Lake Farmpark Country Lights

Lake Farmpark in Kirtland, Ohio has a special Christmas holiday program for families during most of December. This event includes special outdoor lighting displays, wagon rides, kids craft projects, Santa Claus, and model trains. Division 5 sets up a very condensed version of our HO modular layout during the first two weeks of December. The Lake Erie N-scale Society sets up an N-Trak layout for the last two weeks of December. This is another event where we get to expose the general public to model railroading.

Lake Metroparks “Railroads In The Parks”

The Lake County Metroparks holds a special railroading weekend during the first weekend in May. At Lake Farmpark, several modular layouts are set up along with the Farmpark’s permanent display layouts and a Boy Scout Railroading Merit Badge workshop is conducted on Saturday. At the Penitentiary Glen Reservation, the Lake Shore Live Steamers provide free train rides, weather permitting. Occasionally, the Metroparks will conduct guided tours along the old B&O Railroad right-of-way that has been converted into a bike path.

As part of this event, Division 5’s HO modular layout is set up at Farmpark and we assist with the Boy Scout Railroading Merit Badge workshop. Since our normal first-Friday-of-every-month meeting is usually on this same weekend, we hold a shortened version of our meeting at the Farmpark.

Willoughby Railroad Days

The city of Willoughby, Ohio use to hold their annual “Frontier Days” celebration in early September and Division 5 would set up our HO modular layout in the basement of city hall. Frontier Days has been replaced by Willoughby Railroad Days which is now held in August. Division 5 continues to participate by setting up the HO layout in the basement of city hall.

Model Railroad Promotional Day

Division 5 puts on a special one day event the first Saturday of November to promote model railroading during National Model Railroading Month. The intent of the event is to show the public what model railroading is all about through layout visits, displays, videos, clinics, model contests, etc.

Division 5 Holiday Party

Division 5 has held a party at the beginning of December for quite a long time. This was usually in place of our normal December meeting. Ever since we started setting up our HO modular layout during the first two weeks at Lake Farmpark for their Country Lights program, there have always been Division 5 members that could not come to the party because they were operating the layout. It was decided to move our party to January so that everyone would have the opportunity to attend and to avoid the busy month of December. The party is open to anyone. The Division subsidizes part of the cost for Division 5 members and one guest.

The party typically consists of the following activities:

- Catered meal
- Chinese Gift Exchange
- Division 5 Losers Raffle
- Program