

# PNRA Status Report – July 2011

## Grants Awarded

**NARF Grant** – On June 13, 2011, PNRA submitted a project funding application to the North American Railroad Foundation of Harrisburg, Pennsylvania, to fund the purchase of a “Phase One” set of mobile shelving to be installed in the West bay on the basement floor. NARF informed us on July 22, 2011, that their Board had approved the request funding of \$46,750 to purchase and install the following shelving system:

1. The rail system attached to 600 square-feet of raised floor with end ramps .
2. Assembly and installation of three 38.5-foot, double-sided rows of shelving each consisting of eleven 42-inch wide, 32-inch deep and 96-inch high sections.
3. Assembly and installation of one 38.5-foot, single-sided row of shelving consisting of eleven 42-inch wide, 16-inch deep and 96-inch high sections.
4. This Phase One shelving will be able to store the equivalent of 1,547 standard banker boxes which each have dimensions of 12” x 10” x 15”.

Funding will be available in late October 2011 although the components can be ordered in the near future.

**DAHP Grant** – On March 28, 2011, we received a letter announcing the award of \$18,500 to scan, catalog and post on web sites 6,000 dispatcher’s train sheets for the collections of the three PNRA-member RHOs. This project will have the following project components:

1. Digitizing and cataloging a selection of train sheets from throughout the State of Washington for free distribution through the PNRA web site, [www.PNRArchive.org](http://www.PNRArchive.org);
2. Creating educational outreach materials to foster understanding and interest in their historic significance;
3. Training RHO members to continue the digitizing and cataloging beyond the end of the project; and
4. Starting the preservation of the original materials using the standards set by our consulting professional archivist.

This project will use the services of a commercial scanning contractor to scan the first 5,000 train sheets to kick-off the project and is expected to be complete in 2012.

**NRHS Grant** – On April 25, 2011, PNRA submitted a request to fund the creation of a traveling exhibit which would be displayed at history museums in the Pacific Northwest region. On June 30, 2011, we were informed that PNRA had been awarded \$2,000 toward the traveling exhibit project, although our request was for a total of \$3,940. Titled *Where the Rails meet the Sails on Puget Sound*, this exhibit will cover the period from the 1850s to the present. Early in the period, the region’s economic life was driven by the extractive industries: mining, forest products, farming and fishing. From the earliest days, these industries needed to expand their markets beyond the provider’s locale to sustain operations. When railroads were available, their products could be shipped to one of the deep-water ports on Puget Sound and then reach markets worldwide. Today, the Pacific Northwest region has evolved into one of the important technology centers of the world, while Puget Sound ports predominately transfer cargo from container ships to railroad cars for easy shipment to customers throughout the United States.

## Grants Pending

**Moccasin Lake Foundation Grant** – PNRA submitted an application on February 17, 2011, to Moccasin Lake to fund the replacement of the roof of the Archive building in Burien. When PNRA purchased the building, the building inspector identified the need to “replace the roof within a year or two.” The heavy rains of the Fall months have proven his assessment to be correct as small leaks have appeared at a few spots in the roof. The work is scheduled to be done by an experienced roofing contractor during the late Summer of 2011. Required repair will involve: tearing off the existing roof; repairing or replacing the drains; priming the roof surface; installing new flashings; torching down a new roof surface; and fairing-in the roofing material on the vertical surfaces. The requested funding here is considered to be a not-to-exceed amount of \$20,877.

**Leslie Foundation Grant** – On February 14, 2011, an application for funding was submitted to fund the last phase of facility improvement projects needed for full operation of the PNRA building. The projects include:

1. *Set up a Fire Exit from the Main Floor* which includes enclosing the basement stairs directly into the Receiving Area; Purchasing and installing a steel door and frame from the new stairs to outside the building; Add fire protection to the support posts in the building; and Replace

# PNRA Status Report – July 2011

the hand rails on the stairs .....	\$3,492
2. <i>Finish the Work Space on the Main Floor</i> which includes Purchasing and installing a new steel door and frame into the Archive space on the Main Floor; Purchasing and replacing the rear door on the Main Floor with a steel door and frame; and Purchasing and replacing the front Skylight windows with multi-pane windows.....	\$3,941
3. <i>Install new lighting and ceiling in the west bay of the Basement</i> which includes Purchasing and installing electrical boxes and wiring in ceiling; Purchasing R19 glass fiber rolls and insulating the ceiling; Purchasing and installing 5/8” drywall on the ceiling; and Purchasing and installing lighting fixtures and tubes.....	\$2,551
4. <i>Insulate and finish the Receiving Area in the Basement</i> which includes Furring out and insulating the east wall; Replacing the two rollup doors with an insulated stud wall; and Purchasing and installing steel double doors and frame from Receiving to outside the building .....	\$2,902
5. <i>Insulate and finish the Upper Floor</i> which includes Furring out and insulating the east wall; Purchasing and replacing three windows in space; Purchasing and installing electrical boxes and wall plugs; Improve roof-space venting; and Purchasing and installing drywall on ceiling and walls.....	\$3,544
6. <i>Purchase and install scanning equipment</i> which includes a Auto-feed scanner; a Photo negative scanner; a Wide-format drawing scanner; and Negative storage drawers.....	<u>\$5,565</u>
Total funding requested by this grant application.....	\$21,995

**EMC Grant** – PNRA submitted an online application to EMC Heritage program on February XX for \$10,036 to fund the purchase of scanning and networking equipment to digitize an extensive collection of railroad equipment diagrams donated to PNRA. These approximately 24,000 diagrams contain significant information about each railroad’s operations and priorities PNRA’s project to scan each of the diagrams and to catalog 8,000 of the diagram so that they can be accessed from the PNRA web site, [www.PNRArchive.org](http://www.PNRArchive.org) within one year of the start of the project. The additional 16,000 diagrams will be cataloged during the second year. To complete a project of this size, members will need to be recruited to scan all the diagrams and catalog them into searchable, railroad-related databases for posting on the PNRA web site. Digitized material will be posted on a password-protected web site allowing knowledgeable members worldwide to catalog assigned-groups of diagrams using their home internet connections. This significantly expands the volunteer pool available for the cataloging process.

## Facility Improvements

The facility improvements have progressed to the point where

1. The new east restroom is ready for the fixtures to be installed to put it in full operation. When the east restroom is complete the west restroom can be remodeled to ADA requirements.
2. The wall between the Receiving area and the Archive space in the basement was completed with wiring and a lockable, double door installed.
3. The large panes of glass in the North wall of the Main floor have been removed and replaced with an insulated, 2”x 6” stud wall. The exterior of the wall has been covered with stucco which has a finish color coat similar to the rest of the building’s stucco. The inside of the wall has been wired, drywalled and painted.
4. A steel door was installed on the Boeing side of the main floor with panic bar and automatic closing device and is ready to use when the wall between the layout and the Archive space is complete..
5. A fire door was framed and the drywall installed at the top of the stairs from the Main floor to the basement and the door has be hung.
6. Locks have been added to the basement door at the bottom of the stairs and to the door at the top of the stairs to the Upper floor.
7. A new vinyl window was installed in the northwest corner of the Upper floor that can be opened to provide ventilation. A protective grill was added to the inside of the new window on a hinged frame to provide break-in protection with an escape route on to the roof in case of fire on the main floor. The grill remains locked with the key hung near the door to the stairs.
8. Four sections wood shelving have been installed on the Upper floor to store inventory for the NPRHA, GNRHS and PNRA order fulfillment operations.

# PNRA Status Report – July 2011

9. A mail slot was added to the replacement panel on the East end of the North wall. This was done so that mail for the fulfillment services would be received at the 425 SW 153rd address starting July 1, 2011.

## ***Furniture & Equipment***

On June 16, 2011, Ed Sherry and I visited the Washington State Surplus warehouse in Tumwater to better understand what was available for registered non-profits. Our main objective was to find some computer work stations and some chairs for use throughout the Archive. We ended up buying three oak-frame work tables in fine condition for a total of \$25. We also bought thirty metal frame conference chairs with matched upholstery for \$5 each. The result was that we purchased over \$2,000 worth of first class furniture for under \$200. We have also submitted a request to be informed if a digital copy machine or a wide-format scanner becomes available.

On July 7, 2011, six RHO members disassembled five 6-foot sections of Spacesaver mobile shelving in Canyon Park. This shelving was on the second floor of a high-tech building and needed to be removed immediately, or it would have gone to the dump. The crew packed the disassembled pieces into a 14-foot UHaul truck and moved them to the PNRA building where it now resides in the basement.

On July 22, 2011, the Spacesaver salesman asked if we would like another small mobile shelving system and was told that we would take it. This time Spacesaver packed the truck, drove it to Burien and all we had to do was unload it into our basement. This second free system is made up of seven 48-inch wide sections, five which are 24-inches deep and two are 12-inches deep. It appeared that they will be quite useful and may be integrated into PNRA's overall collection storage plan.

Second Use Recycling in South Seattle appears to have sink and toilet fixtures for the new east restroom for about 20% of the new cost. We expect to purchase a set soon to put the east restroom into operation.

As you may have noted, the required scanning equipment has been included in both the EMC and Leslie grant projects in hopes that we will win either or both of them. In addition, the Washington State Surplus said that they occasionally get wide-format scanners and digital copy machine. We put those items on our "wish list" in hopes that one will appear in the near-term.

## ***Fulfillment Services***

NPRHA and GNRHS Boards have voted to accept the terms offered by PNRA to provide fulfillment services for their online Stores and have signed the agreements stating the terms (see the Admin web site, PNRA Documents). These pick, pack and ship duties will be handled by PNRA members trained in the processes who will receive piece-rate compensation as contractors. The same contractors will handle fulfillment requests for photos and documents from the RHO collections. The first NPRHA order was shipped on July 15, 2011, with the GNRHS fulfillment operations expected to start in Sept. 2011.

## ***Committees***

PNRA works toward meeting its goals and objectives through the work of its committees. The committees are:

1. Finance Committee – Brian Kaehler, Chair. Members have not been selected beyond Brian. Work: Pay the bills when due, publish monthly statements, track financial condition.
2. Facility Committee – Gary Tarbox, Chair. Members: Rod Olson, Don Larson, Rodger Skiffington. Work: Handle all facility improvements projects and maintenance issues. The committee has held day-long work parties about every two weeks for the last eight months.
3. Services Committee – Bob Kelly, Chair. Members: Chuck Soule, Chuck Morrison, Work: Drafted initial collection policies and presented to the Board.
4. Community & Membership Committee – To be set up. Work: Develop relationships with the heritage and non-profit community in the Pacific Northwest region; Develop a process to track the work and hours of Archive volunteers; Establish criteria for PNRA's voting membership. (Bob has indicated that he would like to move from Services to C&M when a replacement chair has been located.)
5. Nominating Committee – Set up before annual meeting of the PNRA's membership.

# PNRA Status Report – July 2011

## ***RHOs***

Cascade Rail Foundation has held monthly work parties to sort their collection materials, move certain items into Bankers boxes and catalog the contents of the boxes for addition to the PNRA database. They brought the first load of boxes from Cle Elum to PNRA.

Ed Berntsen has reorganized the mission of Tacoma Chapter Board of the NRHS to focus much more on railroad history, rather than running Camp 6 in Tacoma. He is discussing with his new Board an agreement to become a PNRA RHO. The national NRHS convention was held in Tacoma this June and went well. The Tacoma Chapter raised enough funds to become an active PNRA RHO. Also, the Chapter picked up 30+ new members who are interested in pursuing historical preservation objectives. More discussions will take place over the next few weeks. When an agreement has been worked out, the Tacoma Chapter expects to transfer 400 cubic feet of material to PNRA's facility.

As the Archive operations begin, I want to request that each RHO schedule regular weekly work sessions, or at least monthly, to outline the contents of each RHO banker box in their collection and entry into the PNRA database to allow specific items to be located. After that is complete, the content should be scanned and cataloged for posting on the their web sites.

## ***Cash Position***

Our current cash balance on July 27, 2011, is \$8,974. As can be seen from PNRA's June 2011 financial statements posted on the Admin site, our cash usage has been averaging at around \$3,500 per month on income of \$1,400 per month. While the income should increase by about \$400 per month this Fall and we don't expect to invest much more into the Facility improvements until we receive grant funding designated to the projects detailed in the Leslie proposal above. Thus, we should have enough cash to carry us for the next two months. This should be long enough to start receiving response to our planned Capital Campaign.

## ***Capital Campaign***

In September 2011, PNRA needs to start a Capital Campaign to raise funds to meet near-term needs and to pay off the debt from the building purchase by mid-2015. The Campaign will have will have four phases:

1. Raise near-term cash from our individual contributors from the participating RHOs.
2. Approach wealthy individuals who support historic preservation.
3. Apply for grants to foundations with a history of supporting capital campaigns.
4. Approach second-tier individuals who support historic preservation.

Each of these phases will build on PNRA's success to date and on the success of the previous phases. Phase one above is a continuation of the fund raising efforts of 2010 when \$72,500 was raised in less than six weeks and we ended the year with contributions and long-term loans totaling \$131,500. A new four-panel brochure will be developed showing more photos of the facility and discussing the operations taking place to meet our objectives. We have a very positive story to tell!!