

The Minnesota Streetcar Museum
P. O. Box 14467, University Station
Minneapolis, MN 55414-0467
EIN: 34-2030631

IRS Form 1023
Application for Recognition of Exemption
ATTACHMENT C

| Part V | Item 3a – List of Officers and Board Directors |
|----------------------|---|
| NAME: | James A. Vaitkunas |
| TITLE: | Chair of the Board of Directors |
| DUTIES | § Convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-Chair, Secretary and Treasurer. § Preside at Executive Committee meetings § Serve as ex-officio member of all committees § Work to make sure Board resolutions are carried out § Call special meetings if necessary § Appoint all committee chairs and recommend who will serve on committees § Prepare agenda for board meetings § Conduct new Board member orientation § Work with the nominating committee to recruit new Board members § Act as spokesperson for the organization § Periodically consult with Board members on their roles and help them assess their performance |
| QUALIFICATIONS: | § Director and Secretary, Central South Carolina Chapter, National Railway Historical Society – 1979 to 1983 § Director, Minnesota Transportation Museum – 1997 to 2000 § Chair of Finance Committee, MTM – 1999 to 2000 § General Superintendent of Traction Division, MTM – 1999 to 2005 § US Army officer for 29 years, retired with rank of Colonel |
| AVERAGE HOURS WORKED | 64 hours per month |

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NAME: **David French**
TITLE: Vice Chair of the Board of Directors
DUTIES: § Attend all Board meetings
§ Serve on the Executive Committee
§ Carry out special assignments as requested by the Board or the Board chair
§ Understand the responsibilities of the Board chair and be able to perform these duties in the chair's absence
§ Participate as a vital part of the Board leadership
QUALIFICATIONS: § Volunteer at Traction Division, MTM 1998 to present.
§ Assistant Superintendent of Training, 2002 to present
§ Foreman and Supervisor, Metropolitan (Minneapolis & St. Paul) Mosquito Control District (Largest mosquito control agency in the US serving 2.5 million people in a seven county 2900 square mile area, \$11.5 million annual budget)
§ District Safety Officer in 2004.
AVERAGE HOURS WORKED 15 hours per month

NAME: **Louis Hoffman**
TITLE: Secretary
DUTIES: § Attend all Board meetings
§ Serve on the executive committee
§ Responsible for keeping records of all Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.
§ Maintain all Board records and ensure their accuracy and safety
§ Assume responsibilities of the chair in the absence of the Board chair, chair-elect, and vice chair
QUALIFICATIONS: § Director, Minnesota Transportation Museum, 1990-1996
§ Treasurer, Minnesota Transportation Museum, 1992-1993
§ Chair, Convention Planning Committee, Minnesota Transportation Museum, 1992-1995
§ Chair, By-laws Committee, Minnesota Transportation Museum
§ Chair, Nominations and Elections Committee, Minnesota Transportation Museum
§ Member, Member Conduct Code Committee, Minnesota Transportation Museum
§ General Superintendent, Como-Harriet Streetcar Line of the Minnesota Transportation Museum, 1990-1998
§ General Agent, Como-Harriet Streetcar Line of the Minnesota Transportation Museum, 1989-2003
§ Director, Association of Railway Museums, 1992-1997
§ Assistant Attorney General, State of Minnesota, 1985-2000

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AVERAGE HOURS WORKED § Compliance Director, Minnesota Board of Social Work, 2001-present
25 hours per month

NAME: Greg Taylor
TITLE: Treasurer

DUTIES

- § Maintain knowledge of the organization and personal commitment to its goals and objectives
- § Understand financial accounting for nonprofit organizations
- § Serve as financial officer of the organization and as chair of the finance committee.
- § Manage, with the finance committee, the Board's review of and action related to the Board's financial responsibilities.
- § Ensure that appropriate financial reports are made available to the Board on a timely basis.
- § Assist in preparing the annual budget and presenting the budget to the Board for approval.
- § Review the annual audit and answers Board members' questions about the audit.
- § Deposit money, drafts, and checks in the name of and to the credit of the corporation in the banks and depositories designated by the Board
- § Endorse for deposit notes, checks, and drafts received by the corporation as ordered by the Board, making proper vouchers for the deposit
- § Disburse corporate funds and issue checks and drafts in the name of the corporation as ordered by the Board

QUALIFICATIONS:

- § The Milwaukee Road and Burlington Northern Railroad train traffic control – 8 years
- § Hennepin County and the State of Minnesota in human services and election administration – 25 years
- § Minnesota Department of Human Services, State Program Administrator, Principal. – 5 years
- § Superintendent of Training and Safety, Traction Division, Minnesota Transportation Museum – 2002 to present

AVERAGE HOURS WORKED 15 hours per month

TITLE: Chief Operating Officer (General Superintendent)

DUTIES

- § Chief Operating Officer for the Como-Harriet Streetcar Line and the Excelsior Streetcar Line

§ Supervises subordinate Department Superintendents with preparation of the annual budget and work plan and to the long-range plan and Collections Policy

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- § Supervises the Chief Cashier and cashiers
- § Performs all other duties normally performed by an organization's

Chief Operating Officer.

QUALIFICATIONS: § Responsible for implementing a safety and training program designed to promote and ensure safe work practices in the shop and on the line and safe operation of all equipment and rolling stock

§ Target Corporation, Director Sales Promotion, 13 years

§ Co-owner of media production company, 15 years

§ Director for three different non-profit organizations

§ Marketing Committee member, St. Paul Science Museum

§ Superintendent of Passenger Traffic, Traction Division, Minnesota Transportation Museum

§ Merchandise Manager, Traction Division, Minnesota Transportation Museum

AVERAGE HOURS WORKED 20 hours per month