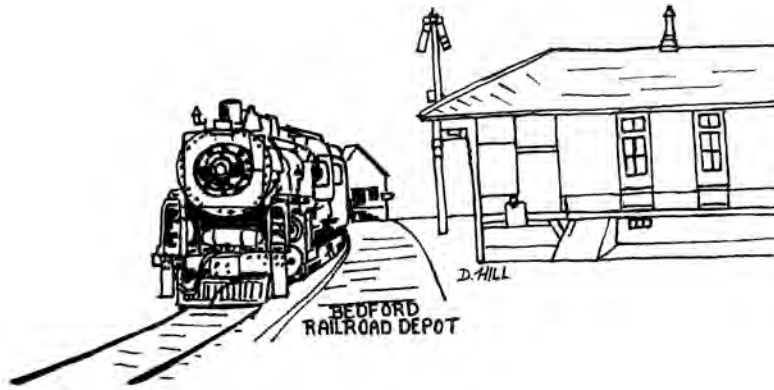


**FRIENDS OF
BEDFORD DEPOT PARK, INC.**



2013 ANNUAL REPORT

**Presented at the Annual Meeting
Saturday, October 5, 2013**

**Rail Diesel Car 6211
Bedford Depot Park
Bedford, Massachusetts**

October 5, 2013

Dear Friends:

Welcome members and guests to the 19th **Annual Meeting** of Friends of Bedford Depot Park, Incorporated. This meeting is conducted pursuant to Article Seven of the *FBDP Bylaws*, as amended on October 4, 1997, October 2, 2004, and October 2, 2010.

On the next page is a proposed **agenda** for today's meeting. After the officer and committee reports are given and other official business is conducted, any other business that is properly presented by members in good standing will be entertained. (See *Miscellaneous New Business*.)

After the business portion of our meeting, a complimentary lunch will be provided and we will hear from our guest speakers.

The directors appreciate your attendance today. After the meeting, please visit the Freight House to receive a discount on an FBDP item of your choosing!

Sincerely,

Jim Shea
President

2013 ANNUAL MEETING

AGENDA

- 1. Call to order of the business portion of the meeting
- 2. Reports:
 - a. President
 - b. Treasurer
 - c. Clerk
 - d. other?
- 3. Update on Bedford Depot accessibility and facade restoration project — Donald Corey, Historic Preservation Commission
- 4. Miscellaneous new business
- 5. Officer elections:
 - a. Treasurer
 - b. Clerk
 - c. President
 - d. Vice President
- 6. Lunch and entertainment:
 - a. Reformatory Branch history — Bob White, Concord Trails Committee
 - b. Reformatory Branch Rail-Trail project update — Terry Gleason, Bedford Bicycle Advisory Committee
- 7. Adjourn

Published Reports

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Treasurer’s Financial Report ..10.....

Report of Freight House, Online Store and Mail Order Sales ..14.....

Report of the President

by James A. Shea

Depot Park Project

Plans are afoot by the Town of Bedford to improve first floor accessibility to the Passenger Station and restore about half of the building's facade. Approximately \$160,000 has been earmarked for this project from the 2013 Annual Town Meeting and a grant from the Massachusetts Historical Commission. The Facilities Department has hired an architect to design the project. Work is expected to commence in early spring 2014. The architect is preparing cost estimates for complete restoration of the facade during a future project phase. After the Depot is renovated, all of the Depot Park project's original goals will be realized.

Freight House

FBDP has continued to open the Freight House to the public on weekends during the Minuteman Bikeway season, which is generally mid-March through mid-November. Last fall, we extended Freight House weekend openings through December for the benefit of holiday gift seekers. Beginning in May, two paid part-time shopkeepers supplemented the volunteer coverage provided by Jim Shea. The hired workers covered about half the weekend hours this summer.

Our nonexclusive license from Bedford calls for proceeds from food sales to be conveyed to the Town to help pay for Depot Park's operating expenses. In January, treasurer Marcia Sternberg conveyed \$4,767.55 to the Depot Park Revolving Fund. This figure represents the proceeds collected during calendar year 2012 from food sales, railroad car donations, and sales of the DPW's rail-trail map.

Public interest continues to build in the Freight House and adjacent railroad car and their historical displays. Not only is the Freight House a popular destination for bikeway users—many families and individuals make trips from out of town to see the exhibits and model railroad, visit the Budd Car, learn about our local railroad history, and purchase items.

A resident's request to rent the Freight House and convert it to a restaurant was considered by the Selectmen in August. They decided not to take any action on the proposal at that time.

Last December, vice president Bill Deen wrote a letter to the membership to request donations in support of hiring part-time shopkeepers in 2013. Members gave a total of \$2,525.00. The directors are very grateful for this support! Another drive is planned for December of this year to raise funds in support of the Freight House in 2014.

Rail Diesel Car 6211

The cosmetically restored ex-Boston & Maine Rail Diesel Car continues to be open for the public to tour when the Freight House is open on weekends. Also, Bedford has rented it several times for private functions including for the first time a wedding.

We thank Donald Corey for donating an antique hand truck to the car's baggage room.

Depot Park Revolving Fund

At Bedford's Annual Town Meeting in March, voters approved an article to continue a revolving fund for Depot Park. This account is under the control of the Facilities Department and is intended for Depot Park expenses and future enhancements. The fund's income comes from rent collected from Depot tenants, proceeds from Freight House food sales and rentals of RDC 6211. The fund's balance as of September 5, 2013, is \$31,041.78.

Merchandise Sales

Sales of literature, videos and apparel provide the greatest share of funds that FBDP needs to function. In addition to sales that occur at the Freight House, FBDP receives orders through its online store (www.BedfordDepot.org/store). Since October 1 of last year, we have received 248 web orders from people across the country.

Merchandise from the Bedford Historical Society and the Bedford Minuteman Company is sold on a consignment basis at the Freight House. Some of their items are sold through FBDP's online store. Our organization retains 15% of each consignment sale to help pay for FBDP's operating and credit card processing expenses.

A summary of sales figures for the past 12 months appears on page 14.

Newsletter

The *Bedford Depot News* newsletter continues to be a hallmark of our organization. Four additional issues were published during the past year at an average cost of approximately \$400 per issue for printing and postage. Thanks go to Marcia and Peter Sternberg for preparing each newsletter for mailing.

Marcia Sternberg has made good progress on a project to index articles that have appeared in back issues of the newsletter. Jeffrey Lucas recently began assisting her with this task. Our goal is to place the completed index on our Web site.

Back issues of the newsletter are available at a modest price by contacting Marcia Sternberg: treasurer@BedfordDepot.org.

Web Site

FBDP's web site is gaining in popularity. Since November 1, 2012, it has recorded 65,444 visitors (unique visitor sessions), which represents an average of 5,949 visits per month or 196 visits per day. The top 10 most popular web pages are in order: Rail-Trails, Latest News, Online Store, Depot Park, Freight House, Local Railroad History, Rental Information, RDC 6211, About FBDP and B&B Railroad History.

Photographic Additions

Jim Shea continued to make trips to the Beverly Historical Society to scan photographs of the Lexington and Reformatory Branches taken by the late Albert G. Hale and others. A Vermont woman mailed us a couple additional photos that seem to date from the late 1800s. Several of these images are now displayed on the video monitor inside the Freight House and have been published in the newsletter.

Indexing of Historical Records and Photographs

In addition to hundreds of historic images of the local railroad in its archives, the organization has a few thousand slides and negatives that date from about 1992 to 2001. These photos cover construction of the Minuteman Bikeway, subjects of oral histories, surviving railroad artifacts on the bikeway, restoration of RDC 6211, and the building of Depot Park. Last year, Bill Deen started a project to index FBDP's photo library in a computer database. More recently, Jim Shea has begun indexing paper records and scanning prints and negatives in FBDP's collection. Help from volunteers will be appreciated.

Board of Directors

The Board of Directors is comprised of the four elected officers plus the two directors at-large. Jim Shea is the chairman and Meredith Clark is the secretary. The Board of Directors met four times during the past year to conduct long-term planning and to oversee FBDP's financial and legal affairs. The approved minutes of these meetings are posted on FBDP's web site.

One director at-large seat on the Board of Directors is currently vacant. Any member who is interested in serving as a director at-large is encouraged to contact Jim Shea.

Special Committees

Under Article 6 of the Bylaws, the president may appoint members to "special committees" and "task forces" for a term of up to one year for the purpose of carrying out specific tasks. A brief description and the membership of each special committee or task force follows.

Arthur Ellis chairs the **MacLean Model Railroad Committee**. The committee's purpose is to restore, install and maintain an HO-scale model railroad layout of Bedford inside the Freight House. This layout was donated to FBDP in 2002 by the family of the late Donald MacLean.

Is anyone interested in representing FBDP with a merchandise table at local railroad hobby shows? We can reactivate this committee. Please contact Jim Shea for more information.

Bill Deen remains interested in publishing a book about the history of the Lexington and Reformatory Branches and the oral histories we have collected. This possible project might cause another special committee to be established.

Ongoing Tasks and Future Goals

- ▶ Spark more members to become volunteer Freight House shopkeepers
- ▶ Appoint a member to an at-large seat on the Board of Directors
- ▶ Index our historical documents and photographic, video and audio assets
- ▶ Make digital backup copies of photographic, video and audio media
- ▶ Continue to organize FBDP's financial, Board of Directors and corporate records
- ▶ Fundraising drive for operation of the Freight House in 2014
- ▶ Publish a book about the the local railroad

Membership Report of the Clerk

by Meredith J. Clark

Memberships (as of September 30, 2013)

Classification	Enrollment
Individual	36
Family	16
Senior/Individual	26
Senior/Family	21
Lifetime Individual	53
Lifetime Family	33
Total number of members	255

New Activity (October 1, 2012, through September 30, 2013)

Classification	Enrollment
New Memberships	4
Renewals	73

Financial Report of the Treasurer
by Marcia L. Sternberg

CITIZENS BANK CHECKING ACCOUNT

Opening Balance - 1/01/13 ..\$.13,195.66.....
Income...24,215.51.....
Expense ..25,265.76.....
Total Checking Account Balance - 9/30/2013...12,145.41.....

CURRENCY ON HAND

Cash in safe .0.00.....
Cash in register drawer .287.00...
Total currency..... 287.00

CITIZENS BANK SAVINGS ACCOUNT

Grants 2,746.51

★ Total cash assets 15,178.92

Total of funds held in escrow for future payout.3,991.01.....

Friends of Bedford Depot Park, Inc.

Monthly Financial Report

September 30, 2013

CITIZENS BANK - GENERAL CHECKING ACCOUNT

Bank Balance 10,956.01

Deposits outstanding 1,476.40

Checks outstanding 287.00

Checkbook Balance 12,145.41

Starting change in cash register 287.00

Amounts collected and held in escrow

Massachusetts Sales Tax (paid quarterly) 125.45

Massachusetts Meals Tax (paid monthly) 1.98

Town of Bedford: Food profits and RR car donations (paid annually) 3,208.34

Nonprofit consignments (paid quarterly)

Bedford Historical Society 616.09

Bedford Minuteman Company 39.15

TOTAL FUNDS HELD IN ESCROW 3,991.01

TOTAL UNRESTRICTED FUNDS 8,441.40

**CITIZENS BANK - SAVINGS ACCOUNT
RESTRICTED FUNDS
GRANTS**

October 2, 2013

400	Billerica & Bedford Railroad Interpretive Track Construction H. Albert Webb Railroad Preservation Award	705.51
401	William S. Marsh donation for a sign	1,000.00
402	DPW employees bench donation For a bench in the memory of Burton Coburn	155.00
403	Preservation Fund Money added by members to their annual dues; used for expenditures related to the purchase and display of historical items	181.52
406	Amherst Railway Society railroad photos display grant For video display of historical photos inside the Freight House	101.31
407	Billerica & Bedford Railroad plaque installation	120.00
408	Interest earned on Savings Account	.00
409	Amherst Railway Society, Inc., railroad image display system	<u>483.17</u>
	TOTAL RESTRICTED FUNDS	2,746.51

FBDP Actual Expenses 2013

	YTD 2013	January	February	March	April	May	June	July	August	September	October	November	December
Contract Labor	765.00						225.00	135.00	225.00	180.00			
Food for Resale	3,478.25			440.02	829.32	343.29	627.19	559.26	458.80	220.37			
Merchandise for Resale	4,393.71	289.81	214.32	598.94	857.06	284.27	402.44	704.72	1,042.15				
FH Furnishings/ Displays	491.55	59.91				408.65				22.99			
FH Supplies	327.79	10.41	4.46	51.93	4.24	10.88	18.82	215.61	6.36	5.08			
FH	958.08	211.22			267.75			479.11					
Consignments													
Fundraising	21.85	21.85											
FBDP Rev	4,767.55	4,767.55											
Sales	0.00												
Commissions													
I.T. Equipment/ Software	659.01	211.95	162.44	35.99					189.64	58.99			
Credit Card Processing	266.21	16.09	10.31	26.22	29.40	30.57	33.37	25.81	54.84	39.60			
Communications	609.55	59.95	59.95	69.95	69.95	69.95	69.95	69.95	69.95	69.95			
Hobby Shows	0.00												
Membership Services	0.00												
Meetings	0.00												
Newsletter	853.92	512.22		50.00	281.75	9.95							
Office Supplies	335.82	65.74	155.74	33.37	31.99	11.29	16.79		16.49	4.41			
Office Postage	965.00	183.06	64.35	222.27	119.59	42.14	126.52		82.19	124.88			
Office Equipment	0.00												
Govt. Fees	0.00												
Historic Preservation	0.00												
Grant Projects	291.83	129.99							161.84				
Model Railroad	0.00												
TOTAL	19,185.12	6,539.75	671.57	1,528.69	2,491.05	1,210.99	1,520.08	2,189.46	2,307.26	726.27	0.00	0.00	0.00

Note: Expenses such as Sales and Meals Taxes are not shown.

Report of Freight House, Online Web Store and Mail Order Sales

October 1, 2012 — September 30, 2013

by James A. Shea

Gross Sales Income*

FBDP Merchandise \$	9,321.62	
Shipping	.845.98	
Charitable Contributions	.3,006.71	†
Membership Dues	.1,810.00	
Consignment Merchandise	.1,394.70	
Food	.7,204.12	
Railroad Car Donations	.165.91	
DPW Bikeway Map	.310.00	††
Total Gross Sales	24,059.04	

Gross Profits*

FBDP Merchandise \$	4,842.28
FBDP Sales Commissions	.209.27
Food	.3,213.10
Total Gross Profits	8,264.65

* Gross sales and profit figures include revenues collected from external sales events (e.g., hobby shows), the online store (www.BedfordDepot.org/store) and merchandise mail orders.

† The **charitable contributions total** is comprised of (1) donations that were received from members and the public and (2) donations made by Freight House visitors.

†† All proceeds from the sale of the DPW Minuteman Bikeway Map are transmitted to the Depot Park Revolving Fund.