
New York-New Jersey Trail Conference

Trail Conference Building & Grounds Committee Meeting Agenda – April 20, 2016

Agenda:

1. Approve 3/16/2016 minutes
2. Review open action items available [HERE](#).
3. Operations:
 - Bees
 - Dog friendly HQ - From Ed
 - Dogs in the building (including vestibules) only under special circumstances (i.e. trained service dogs with disabled people, etc.).
 - Dogs can be tied outside (to walkway bollards, kiosk, the benches we are going to put by main doors, trees over 2" diameter at 2' high, to the deck handrail, etc.) assuming they are well behaved and not bothering anyone (e.g. whining).
 - It is OK to put a stake or two in the ground to augment existing leashing locations. Most owners will know to stake their dogs apart to avoid fights.
 - There definitely should be explicit signage.
 - If water becomes an issue, put a bucket under the faucet.
 - Stone wall construction
4. FMOP document status
 - Status of staff owned assignments available [HERE](#)
 - Walk through FMOP sections and identify next steps
 - Target end of May for version 1.0
5. Signage implementation – from Amber:
 - The need for a sign is identified.
 - The Sign Requester determines the type of sign needed: primary, secondary, tertiary, collateral. Seek guidance from the Communications Manager or his/her designee as required.
 - Sign Requester creates the first draft of the sign's content, using Interior Signage Design Guidelines.
 - The first draft is sent to the Communications Manager or his/her designee for approval.
 - The Sign Requestor and Communications Manager or his/her designee collaborate on any needed changes to the proposed sign.
 - The approved sign is created using materials outlined by ???
 - The approved sign is placed using techniques outlined by ???
6. Schedule next meetings:
 - 5/18 all at 3:00pm, at HQ.
 - Monthly or every other month after FMOP version 1.0

Reference Links:

[Action Items](#) | [HQ web page](#) | [FMOP document](#) | [FMOP doc development schedule](#) | [FMOP Staff schedule](#)