
New York-New Jersey Trail Conference

Trail Conference Building & Grounds Committee Meeting Minutes – March 16, 2016

Agenda:

1. Approve 2/17/2016 minutes
2. Review open action items available [HERE](#).
3. Operations:
 - Butler Sign Co. finished donation of signs to the Trail Conference
 - Stone wall and bridge construction is going ahead as scheduled for 4/14 and Memorial Day weekend. The bridge installation may take place in another 1-2 years.
 - Trees & Gutter Cleaning – Bartlet Tree Experts came to remove tree/limbs and gutter cleaning is scheduled for 3/14
 - Alarm systems annual servicing completed 3/4/2016
 - Building calendar for scheduling building common rooms is now implemented
 - Scheduling of mandatory events for safety – will bring to staff meetings
4. FMOP document status
 - We are making good and steady progress. The latest status of staff owned assignments are [HERE](#)
 - We will review available sections and next steps at the next meeting.
 - Target end of May for version 1.0
5. Schedule next meetings:

4/20, 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](#)