

**Trail Conference Building & Grounds Committee  
Meeting Minutes – November 17, 2015**

**Meeting attendees:** Sabina Cardenas, Brendan Cunningham, Mary Dooman (chair), Ed Goodell, Susan Gordon, John Leigh, Will Smith, Pat Marcotullio, Peter Morris, Mary Perro, Linda Rohleder.

**Call to order:** meeting began at 3:05pm.

**Minutes:**

1. Approved 11/3/2015 minutes.
2. Introductions:
  - Will Smith is new Maintenance Manager. He is working 1-3 days/week depending on what needs to be done. Will uses the schoolhouse email to receive all building issues.
  - Sabina Cardenas joined as assistant for Finance & Operations Manager (Mary P.)
3. Open action items:
  - First three open action items are all about the need for a plan to complete the remainder of the FMOP document. All agreed to accept the proposed FMOP Workplan proposal as our overall goal to complete the FMOP document. By “complete” we mean that we will have taken a first pass to create the initial content as outlined, have completed reviews by staff and committee, and have begun to implement the guidelines and procedures through everyday usage. The first FMOP document baseline should be updated periodically to reflect actual experiences and practical considerations gained through usage.
  - Signage implementation: Owners of the specific spaces – Sona, Peter, Jeremy, Gary – will create drafts for what the specific signage in their spaces should contain. Once content is confirmed Amber will coordinate and manage the creation of permanent signs in accordance with the design principles she defined in the FMOP document.
  - OSHA signage is separate from signage needed throughout the building. John will be specifying these requirements soon.

<b>Mtg. Date</b>	<b>Description</b>	<b>Owner</b>	<b>Status</b>
9/3/2015	Ask all authors to respond within a week, with a date for when their respective sections will be available for review.	Mary Perro	9/15: Open; E-mail was sent to authors (employees only) but received no response as employees busy with several events/deadlines the past week. 9/23: Ed will reassess priorities and assignments 10/6: in progress, Ed reviewing priorities and assignments 11/17: Closed. see above
9/3/2015	Need additional staff assignments for several P1 priority sections of the FMOP document.	Ed Goodell	9/15: Open; Ed to meet with Mary and Linda to evaluate assignments.

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Mtg. Date	Description	Owner	Status
			9/23: Ed will reassess priorities and assignments 11/17: Closed. see above
9/23/2015	Reassess FMOP authors and priorities.	Ed Goodell	10/6: in progress. 11/17: Closed see above
11/3/2015	Communicate signage implementation approach with Amber and owners of the specific spaces in building.	Mary D.	11/17 Closed, see above.
11/17/2015	Talk to locksmith about possible ways to automate handicap ON/OFF switch.	Peter M.	
11/17/2015	Whiteboard would be useful to have in the large conference room.	Mary P.	
11/17/2015	Communicate FMOP work plan goals and request every staff member to respond with their target dates.	Ed, Mary P.	
11/17/2015	Provide staff loginIDs to add to Headquarters page members list	Mary P.	

#### 4. Operations updates

- Feedback on released FMOP sections: binder with printed section is now in the break room. Minor comments are being marked up reflecting everyday usage needs.
- Snow removal: have one quote, working on more to make final decision.
- Locksmith will be on site on 11/24 at 9am to make all the lock changes according to the FMOP.
- We have a volunteer in charge of Saturday opening and closing if needed. Mary will ensure training on procedures.
- Handicap ON/OFF switch is occasionally left ON. Will ask locksmith for any solutions to connect switch to front door locking.

#### 5. Special Events & Third Party Use

- Suzan and Peter spent a combined 22 hours to create a comprehensive “Special Events & Third Party Use” package.
- Peter called several area rental venues to survey how they handle various events, and what they charge.
- Discussion:
  - Staff is not ready to support broad range of public events.
  - Document criteria for the types of events and groups TC could handle, keeping wear and tear in consideration.
  - 3<sup>rd</sup> party would need to fully cater an event, bring all supplies and cart away.
  - Scheduling would need to take into consideration staff needs for workshops and other meetings.
  - Parking is limited to 25 spaces + 2HC. Overflow parking signs would need to be distributed and be strictly adhered to.
  - Need a pricing structure for members/friends, non-member pricing, non-profit and other groups.

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## New York-New Jersey Trail Conference

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- For now, will accommodate member organizations and requests from key volunteers. Staff is not ready for broader use.
- Membership (Jenn and Brendan) will evaluate on an on-going basis.

### 6. FMOP document status

- Sections available for review:
  - 6.4.2 – Building Opening & Closing Procedures
  - 6.7 – Décor: Art & Memorabilia
  - 6.11 – Keying System
- Discussed and agreed to set the following FMOP work plan as a goal:
  1. Safety section draft expected to be available very soon
  2. Going into winter months is an opportunity to rally the Trail Conference staff to focus on the remaining Site Operation, Building Structure and Grounds sections.
  3. Committee members focus on developing Building Systems and Scheduled Maintenance, Long Range Operation Financial Considerations, Policies, Appendix sections.
  4. Mary P. and Will finish Contacts, develop Utility Providers, Emergency Operations, Asset Management, and Records sections.
  5. Consultant to help with IT Infrastructure section
  6. Continue to release groups of sections as soon as they are reviewed.

#### High level proposed schedule:

1. 1/29/2016 – above content from staff drafted and available for editing.
2. 2/15/2016 - above content from committee drafted and available for editing
3. 3/15/2016 – complete reviews
4. 4/15/2016 – finish addressing any issues before document release
5. 5/1/2016 (no later than mid-May) – release entire document and transition ownership to Buildings Manager
6. 12/1/2015 - Put in place FMOP feedback mechanism
7. After FMOP release:
  - Monitor implementation of procedures, guidelines, and forms laid out in FMOP. Revise and communicate changes as needed.
  - Assess role of committee

### 7. Website

- Headquarters page is now available on the TC website:  
<http://www.nynjtc.org/group/headquarters>
- Need staff loginIDs to add to page member list.

### 8. Next meetings:

12/2/2015 at 3:00pm  
12/15/2015 at 3:00pm

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#### Links:

##### **FMOP document location:**

<https://docs.google.com/document/d/1Ybm51hvi9KYrwDYMD3koExZhT54vhKVbHRLLMjbrZ0o/edit?usp=sharing>

##### **FMOP document development schedule location:**

[https://docs.google.com/spreadsheets/d/1sHIfPbjwwFbVr9FtPK7P\\_q43d5ymtDaEbAJJhXGzCqY/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1sHIfPbjwwFbVr9FtPK7P_q43d5ymtDaEbAJJhXGzCqY/edit?usp=sharing)