Trail Conference Building & Grounds Committee
Meeting Agenda – December 2, 2015, 3:00pm – 4:00pm at Headquarters

1. Approve 11/17/2015 minutes; who will take minutes?

2. Open action items – 5 min.

Mtg. Date	Description	Owner	Status
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.	

3. Operations updates – Mary P. – 10 min.
   - Snow removal
   - Building issue tracking
   - Art show
   - Other issues

4. FMOP document – 35 min
   - Safety & Knox box – John
   - Alarm system – Peter
   - Editing status – Mary D

5. Website Headquarters page – Mary D. - 5 min.

6. Next meetings:
   12/15/2015 at 3:00pm
   Schedule 2016 meetings

FMOP High Level Workplan:

1/29/2016	Content drafted by staff (Site Operation, Building Structure and Grounds) available for editing.
1/29/2016	Mary P. and Will finish Contacts, develop Utility Providers, Emergency Operations, Asset Management, and Records sections; Consultant to help with IT Infrastructure section
2/15/2016	Content drafted by committee (Building Systems and Scheduled Maintenance, Long Range Operation Financial Considerations, Policies, Appendix) available for editing
3/15/2016	complete reviews
4/15/2016	finish addressing any issues before document release
5/1/2016	Release entire document and transition ownership to Buildings Manager (Target no later than mid-May)
12/1/2015	Put in place FMOP feedback mechanism
Ongoing	Continue to release groups of sections as soon as they are reviewed.

After FMOP release: Monitor implementation of procedures, guidelines, and forms laid out in FMOP.
Revise and communicate changes as needed. Assess role of committee