

New York-New Jersey Trail Conference

Trail Conference Building & Grounds Committee Meeting Minutes – December 2, 2015

Meeting attendees: Mary Dooman (chair), Ed Goodell, John Leigh, Peter Morris, Mary Perro, Linda Rohleder.

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

Minutes:

1. Approved November 17, 2015 minutes
2. Open action items:

Mtg. Date	Description	Owner	Status
11/17/2015	Talk to locksmith about possible ways to automate handicap ON/OFF switch.	Peter M.	12/2: Peter spoke with locksmith about syncing the handicap lock with the front door lock so the handicap feature is disabled when the front door is locked. This is not possible; however, alternatives were discussed. We can use the alarm system to disable the handicap feature but it is expensive. We agreed that Peter would call the electrician to see if the handicap feature can be put on a timer
11/17/2015	Whiteboard would be useful to have in the large conference room.	Mary P.	Closed. We agreed at the 12/2 meeting to purchase a whiteboard for the large upstairs conference room. Mary P. will order
11/17/2015	Communicate FMOP work plan goals and request every staff member to respond with their target dates.	Ed, Mary P.	12/2: Ed and Mary P have sent e-mails requesting staff to prepare write-ups for site operations and building structure and grounds sections. Ed and Mary will now assign sections to staff with due dates
11/17/2015	Provide staff loginIDs to add to Headquarters page members list	Mary P.	Closed. This has been done by Mary P. and Mary D.
12/2/2015	Key covers similar to Linda's will be ordered by Mary P. to easily distinguish the indoor and outdoor keys.	Mary P.	
12/2/2015	Order First Aid boxes for 1 st and 2 nd floor; communicate to staff.	John L.	
12/2/2015	Order Knox box and set up with building access codes.	John L.	
12/2/2015	Peter will speak with the locksmith about creating a separate key for the tool room only	Peter M.	
12/2/2015	Select and order an outdoor mail drop box and have it installed.	John L., Linda R.	
12/2/2015	Training on released FMOP sections should be an ongoing staff practice. Some of the security topics will require mandatory training for all staff.	Ed, Mary P.	
12/2/2015	Create clip-board practice to support the building closing procedure.	??	12/2: we had a great discussion but left open what to do next.

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Mtg. Date	Description	Owner	Status
12/2/2015	Mary P, Sabrina and Ed will make a list of what areas need staff assignments, performs which tasks, rotations, follow-up and feedback.	Ed, Mary P, Sabrina	

3. Operations updates

- Snow plowing contract has been signed. Care should be taken to ensure snow plowing does not damage plantings.
- Building issue tracking has been linked to the website.
- Art Show will be held on December 14, 2015 at 5:00 PM. Hot Chocolate will be served. There will be a hike that precedes the art show. Membership and Development will coordinate an event and possibly include in the E-Walker. The Trail Conference will receive 20% of the proceeds from the art sales.

4. FMOP implementation – feedback & discussion on released sections in practice:

- Shapes of keys are the same, labels are rubbing off and hard to tell apart. Key covers similar to Linda's will be ordered by Mary P. to easily distinguish the indoor and outdoor keys.
- Peter will speak with the locksmith about creating a separate key for the tool room only.
- We also need an outdoor mail drop box to be available when building is closed. Linda and John will select appropriate box for building, order and coordinate.
- Training of all staff is needed as sections of the FMOP become available for implementation. This needs to become an on-going practice. Some training such as OSHA will be required for all staff.
- All agreed that having a clip board with a closing checklist and sign-off for each day would be a good practice to implement to ensure all steps are followed. It will also be a way to enforce the setting of the alarm when alarm system is implemented.
- Discussion focused on the implementation of day-to-day operation of the released sections. Mary P, Sabrina and Ed will make a list of what areas need staff assignments, performs which tasks, rotations, follow-up and feedback.

5. FMOP document status:

- Safety section & Knox box:
 - John wrote an initial draft of the Fire Alarm Response & Evacuation Plan, Fire Sprinkler System and First Aid sections.
 - Mary D. distributed John's clarifications to her questions, will edit to incorporate in the document for staff review.
 - Knox box needs to be ordered, John will follow-up on order.
 - All thought each floor should have a First Aid box. John will order two first aid boxes.
 - Additional Safety sections need to be drafted by John.
- Alarm System:
 - After discussion, we agreed to draft the alarm system section of the FMOP under the assumption that access will, in general, be available to all employees, certain volunteers, AmeriCorps volunteers (one code per crew) and certain guests. Access will also be available on a 24/7 basis. Peter will begin to draft this section.
- Editing status:
 - All content received so far is up to date on google docs.
 - FMOP Sections released so far:
 - 2.3.3 Building Access Points
 - 6.4.5 Site Operation - Restricted Areas Access
 - 6.9.2 Site Operation - Break Room Kitchen area
 - 6.15.1 Site Operation - Handicapped Parking
 - 6.15.4 Site Operation - Shared Driveway

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- 6.21 Site Operation - Storage Areas
- 6.22 Site Operation - Trash and Recycling
 - FMOP sections available for review:
 - 6.4.2 – Building Opening & Closing Procedures
 - 6.7 – Décor: Art & Memorabilia
 - 6.11 – Keying System
- 6. Website Headquarters page:
 - All staff are now members of the page, they need to login to access.
- 7. Next meetings all at 3:00 PM:
 - Tuesday, December 15, 2015
 - Wednesday, January 13, 2016
 - Wednesday, January 27, 2016 (John L. will not be available)

Meeting adjourned at 4:10 PM

FMOP High Level Workplan:

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| 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

Reference Links:

[Headquarters web page](#)

[FMOP document location](#)

[FMOP document development schedule location](#)