

## New York-New Jersey Trail Conference

---

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

#### Agenda:

1. Approve 2/17/2016 minutes
2. Review status of open action items [HERE](#).
3. Operations:
  - Special Events Task Force update on evening events
  - Butler Sign Co. finished donation of signs to the Trail Conference
  - Stone wall and bridge construction plans coordinated by Ed
  - HVAC update
  - Trees & Gutter Cleaning – Bartlet Tree Expererts came to remove tree/limbs and gutter cleaning is scheduled 3/14
  - Alarm systems annual servicing
  - Building calendar
4. FMOP document status
  - Update on staff owned content – assignments are [HERE](#)
  - Building systems sections – Peter, Pat, Will
  - New sections available for review
  - Target 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](#)