

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

1. Approve 10/6/2015 minutes; who will take minutes?
2. Open action items:

Mtg. Date	Description	Owner	Status
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
9/3/2015	Widen search for the part time B&G employee to include Ramapo College, Bergen Record, Department of Public Works, staff.	Mary Perro	9/15: Open; Shared received resume. Mary needs to have updated list of tasks to review with potential candidates 10/6: MD and MP updated list, more resumes received. Will conduct first round interviews prior to next meeting.
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. 9/23: Ed will reassess priorities and assignments
9/23/2015	Reassess FMOP authors and priorities.	Ed Goodell	10/6: in progress.

3. ARC group – John, Mary P.
 - Update on coordination
 - When will they start?
4. Operations updates – Mary P.
 - Snow removal
 - Decision on installing a night bell?
 - How are everyday operations issues collected and resolved?

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5. FMOP document:
 - Status of sections in review: expected by 10/26, 10/30:
 - 2.3.3 Building Access Points
 - 6.4.2 Building opening and closing procedures – Gary will address open issues after 11/15
 - 6.4.5 Restricted Areas Access
 - 6.9.2 Kitchen area
 - 6.11 Keying system
 - 6.15.1 Handicapped Parking
 - 6.15.4 Shared Driveway
 - 6.21 Storage Areas
 - 6.22 Trash and Recycling
 - When do we release reviewed sections to implement?
 - Sections to focus on next?
 - Safety – draft after 11/7 volunteer event; need guidelines for bi-annual drills
 - Emergency Operations?
 - Other priorities?
6. Signage:
 - Principles and design outlined in FMOP section 6.18
 - Who is responsible for next steps to plan, design, and implement?
7. Next steps
8. Next meetings:
 - 11/17/2015 at 3:00pm
 - Schedule through end of year?

Links:

FMOP document location:

<https://docs.google.com/document/d/1Ybm51hvi9KYrwDYMD3koExZhT54vhKVbHRLLMjbrZO/edit?usp=sharing>

FMOP document development schedule location:

https://docs.google.com/spreadsheets/d/1sHlfPbjwwFbVr9FtPK7P_q43d5ymtDaEbAJJhXGzCqY/edit?usp=sharing