

**Trail Conference Building & Grounds Committee
Meeting Agenda – November 17, 2015, 3:00pm – 4:00pm at Headquarters**

1. Approve 11/3/2015 minutes; who will take minutes?
2. Open action items – 5 min.

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	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.
11/3/2015	Communicate signage implementation approach with Amber and owners of the specific spaces in building.	Mary D.	

3. Operations updates – Mary P. – 5 min.
 - Feedback on released FMOP sections implementation?
 - Other issues
4. Special Events & Third party use – Suzan, Peter – 20 min.
 - Process
 - Forms: Facilities Reservation, Facilities Use
 - White board in large conference room?
 - Open questions
 - Next steps to ready section for review?
5. FMOP document status – 15 min
 - Sections available for review:
 - 6.4.2 – Building Opening & Closing Procedures
 - 6.7 – Décor: Art & Memorabilia
 - 6.11 – Keying System
 - Workplan proposal to complete document – see below
6. Website – Mary D. - 5 min.
 - Headquarters page

New York-New Jersey Trail Conference

- Room scheduling & public calendar
7. Next meetings:
 - 12/2/2015 at 3:00pm
 - 12/15/2015 at 3:00pm
 - Schedule other meetings?

FMOP Workplan Proposal:

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. 1/15/2016 – above content from staff drafted and available for editing.
2. 1/29/2016 - 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

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