

**Trail Conference Building & Grounds Committee  
Meeting Agenda – October 6, 2015, 3:00pm – 4:00pm at Headquarters**

1. Review and approve 9/23/2015 minutes; who will take minutes?
2. Review status of open action items
3. Engage ARC group – John, Mary P.
  - a. Possible tasks
  - b. Outline how coordination would work
4. Operations update – Mary P.
  - a. Snow removal;
  - b. Search for operations assistant
5. FMOP document status
  - a. Next steps on section reviews?
  - b. How can committee facilitate moving sections forward?
  - c. What do we need to tweak or change in our approach?
6. Next Steps
7. Next meeting

**Open Action Items:**

| <b>Mtg. Date</b> | <b>Description</b>   | <b>Owner</b> | <b>Status</b>  |
|------------------|--|--------------|--|
| 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.<br>9/23: Ed will reassess 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   |
| 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.<br>9/23: Ed will reassess priorities and assignments   |
| 9/3/2015         | Create a list of tasks that a part-time Building & Grounds employee would be responsible for.                            | Mary Perro   | 9/15: Open; Mary Perro to work with Mary D to create a more extensive list   |
| 9/23/2015        | Update FMOP doc schedule to reflect a single primary author for easier sorting by staff.                                 | Mary D.      |  |
| 9/23/2015        | Reassess FMOP authors and priorities.  | Ed Goodell   |  |

## New York-New Jersey Trail Conference

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| Mtg. Date | Description   | Owner      | Status |
|-----------|---|------------|--------|
| 9/23/2015 | ARC members could take on some building upkeep tasks in coordination with their supervisors. How would this work? | John Leigh |        |
| 9/23/2015 | Update FMOP document to reflect review comments from 9/23 meeting   | Mary D.    |        |

**FMOP document location:**

<https://docs.google.com/document/d/1Ybm51hvi9KYrwDYMD3koExZhT54vhKVbHRLLMjbrZ0o/edit?usp=sharing>

**FMOP document development schedule location:**

[https://docs.google.com/spreadsheets/d/1sHlfPbjwwFbVr9FtPK7P\\_q43d5ymtDaEbAJJhXGzCqY/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1sHlfPbjwwFbVr9FtPK7P_q43d5ymtDaEbAJJhXGzCqY/edit?usp=sharing)