

Trail Conference Building & Grounds Committee

Meeting Minutes – October 6, 2015

Meeting attendees: Mary Dooman, Ed Goodell, Susan Gordon, John Leigh, Mary Perro.

Call to order: meeting began at 3:00pm.

Agenda:

1. Minutes of 9/23/2015 meeting were approved. Mary Perro will take the minutes.
2. Review status of open action items – see status below.
3. Engage ARC group
 - John and Mary have identified five tasks that group could take on (janitorial, help with snow)
 - Individuals would work 4 hrs./week
 - John will reach out to Brian to begin coordinating ARC volunteers.
4. Operations update
 - Snow removal: Mary Perro reached out to Pat Marcotullio to find out the contact from the neighboring church. She will also talk to mulch contractor for snow removal recommendations. The contract needs to address our requirements including who will be responsible for the shared driveway. Also bluestone cannot be salted!
 - Search for operations assistant: assistant is expected to be hired by 10/16. After assistant is hired, Mary Perro will switch to hiring the building & grounds assistant.
5. FMOP document status
 - Next steps on section reviews? How can committee facilitate moving sections forward? How should we tweak our process?
 - We all agreed that the staff should be the primary reviewers of the FMOP document sections as they become available for review.
 - We should set a two week due date to complete the reviews
 - Comments can be made online or consolidated in a review meeting, whatever works best for all.
 - Mary Perro will send out an email to the staff with the list of sections, and due dates.

Next meetings:

10/20/2015 at 3:00pm

11/3/2015 at 3:00pm

11/17/2015 at 3:00pm

Meeting adjourned at: 3:47pm.

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

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Mtg. Date	Description	Owner	Status
			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
9/3/2015	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 10/6: Completed. Mary P. and Mary D. compiled the list of tasks to be used for part time employee as well as volunteers.
9/23/2015	Update FMOP doc schedule to reflect a single primary author for easier sorting by staff.	Mary D.	10/6: completed.
9/23/2015	Reassess FMOP authors and priorities.	Ed Goodell	10/6: in progress.
9/23/2015	ARC members could take on some building upkeep tasks in coordination with their supervisors. How would this work?	John Leigh	10/6: completed. See above for more details.
9/23/2015	Update FMOP document to reflect review comments from 9/23 meeting	Mary D.	10/6: completed.

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