

## Trail Conference Building & Grounds Committee

### Meeting Minutes – September 3, 2015

**Meeting attendees:** Mary Dooman, Ed Goodell, Susan Gordon, John Leigh, Pat Marcotullio, Peter Morris (by phone), Mary Perro, Linda Rohleder.

**Call to order:** meeting began at 11:05am.

**Agenda:**

1. Introductions:

Susan Gordon – Volunteer, Board of Directors representative on committee

Ed Goodell – Trail Conference, Executive Director

Pat Marcotullio – Volunteer

John Leigh – Trail Conference, Volunteer Coordinator

Mary Perro – Trail Conference, Manager of Operations and Finance

Linda Rohleder - Trail Conference, Director of Land Stewardship and Coordinator of the Lower Hudson Partnership for Regional Invasive Species Management (PRISM)

Mary Dooman – Volunteer

Peter Morris – Volunteer

2. Update on activities since May meeting:

- The move into the new Headquarters building was chaotic and fast paced. Staff knew that there was going to be a need for procedures to manage and operate the new facility, expecting to begin work on this after the move.
- 1<sup>st</sup> meeting held in May was the start of identifying issues needing attention.
- Development of a facilities management and operations plan began in early July.

3. Review draft of the Building & Grounds Committee Charter:

- Building & Grounds Committee (BGC) is in existence effective with this meeting.
- BGC represents the “brain trust” responsible for the management of the facility, implementing its work through the Trail Conference (TC) staff, volunteers and contractors.
- Trail Conference (TC) staff members will bring to the meetings day-to-day issues that the BGC needs to address.
- Chair: Mary Dooman
- Minutes will be a rolling responsibility among meeting attendees.
- All agreed with charter.

4. Review and discuss Facility Maintenance and Operations Plan

- Topics in the Facility Maintenance and Operations Plan (FMOP) document represent industry best practices as well as the needs of the Trail Conference. All agreed to use the FMOP as a framework to manage the work of the BGC.
- FMOP discussion highlights:

## New York-New Jersey Trail Conference

---

- a. Safety - Add "Knox" box reference in Safety section for Fire Department personnel access. We need to have signage around the building with entrance and room names, and room numbers. Labels used on the floor plan and throughout the FMOP must be the same.
  - b. Communication and Training – section should also include mandatory training requirements such as fire drills, emergency evacuation, and OSHA needs along with their frequency.
  - c. IT and Telecommunication section - Dave Howard will review and confirm availability to contribute.
  - d. Asset Management - The TC organization has the right to sell the property. The purchase agreement outlines asset valuation formula and annual reporting requirements by the TC to the county and the township. The annual reporting requirements stipulated in the purchase agreement need to be included here.
  - e. Long Range Operation Financial Considerations - All thought it useful to keep this information in the FMOP document as a guideline. We should expand to also include the periodicity of each expense item. The geothermal system is leased, with the option to buy. Ed will be recommending to the Board that a fund be set up specifically to support the maintenance and operations of the Headquarters.
  - f. Operations Logs – section should be called Operations Records.
  - g. Appendix – Plant Schedules refers to the maintenance of the physical plant; will include OSHA section to list pertaining OSHA requirements.
  - h. Document development process –
    - The FMOP document will be created a process that starts with authors writing their respective sections, editors incorporating submitted content into the main document to create a cohesive whole, reviews by staff, experts, etc., and finally release for the procedures to be implemented by staff, volunteers and contractors.
    - The issue of how authors will continue editing should be further clarified. Any unaddressed questions/issues that authors come up with up while writing a section should be left in and marked in red or other color, to be dispositioned through reviews or by staff.
    - Authors' submissions should be shared with the BGC to keep all informed even though we will have one editor. We all agreed to have a BGC group email distribution list.
  - i. Need dates from authors – we need the dates for when each author will have their respective sections available for reviews. All agreed that asking authors to provide within a week their respective plans is reasonable.
  - j. We also need sign-ups for the P1 sections with TBD assignments.
5. Part-time Building & Grounds employee
- Job description was posted in August on the website and the E-Walker newsletter.

## New York-New Jersey Trail Conference

---

- There is a wide range of tasks that need to be addressed on a daily basis. We would need to have a list of main categories and tasks that need to be taken care of on a daily basis. Such a list would help justify need for a part-time employee, needed to provide direction for available volunteers and for training when a candidate is found.
- Search should be widened to include the Ramapo College building department, Bergen Record, Mahwah Department of Public Works, ask staff if they know of someone.
- Part-time Building & Grounds employee is not in the 2015 budget, but should be for 2016.

**Next meeting:** Next meeting will be on Sept. 15 at 3:00pm, Headquarters building. All agreed that we have gained great momentum and the current pace of work in progress requires that we meet every two weeks.

**Meeting adjourned at:** 12:45pm.

**Open Action Items:**

Mtg. Date	Description	Owner	Status
9/3/2015	Update charter with comments received from Linda Rohleder.	Mary D.	
9/3/2015	Create a group email distribution list for the BGC.	Mary Perro	
9/3/2015	Update the FMOP document development process from author through release.	Mary D.	
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	
9/3/2015	Widen search for the part time B&G employee to include Ramapo College, Bergen Record, Department of Public Works, staff.	Mary Perro	
9/3/2015	Need additional staff assignments for several P1 priority sections of the FMOP document.	Ed Goodell	
9/3/2015	Create a list of tasks that a part-time Building & Grounds employee would be responsible for.	Mary Perro	