

**Trail Conference Building & Grounds Committee
Meeting Agenda – September 15, 2015**

1. Review/approve 9/3/2015 minutes
2. Agenda additions/deletions
3. Review status of 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	

4. FOMP document:
 - a. Feedback on day-to-day issues to prioritize
 - b. Document development schedule – on google sheets, click [HERE](#) to view
 - c. Communication of doc development schedule
5. Next Steps
6. Next meeting