

Trail Conference Building & Grounds Committee

Meeting Minutes – September 15, 2015

Meeting attendees: Mary Dooman, Ed Goodell, Suzan Gordon, Pat Marcotullio, Peter Morris, Mary Perro, Linda Rohleder.

Call to order: meeting began at 3pm.

Agenda:

1. 9/3/15 meeting minutes approved. Mary Perro agreed to take minutes for 9/15 meeting
2. Agenda approved as is
3. Status update of open action items:

Description	Owner	Status
Update charter with comments received from Linda Rohleder.	Mary D.	Completed
Create a group email distribution list for the BGC.	Mary Perro	Completed. Worked with IT support to create a distribution list that can be used by TC employees only. Unable to create external listing.
Update the FMOP document development process from author through release.	Mary D.	Completed and sent to committee; Mary Perro distributed to employees
Ask all authors to respond within a week, with a date for when their respective sections will be available for review.	Mary Perro	E-mail was sent to authors (employees only) but received no response as employees busy with several events/deadlines the past week.
Widen search for the part time B&G employee to include Ramapo College, Bergen Record, Department of Public Works, staff.	Mary Perro	Shared received resume. Mary needs to have updated list of tasks to review with potential candidates.
Need additional staff assignments for several P1 priority sections of the FMOP document.	Ed Goodell	Ed to meet with Mary and Linda to evaluate assignments.
Create a list of tasks that a part-time Building & Grounds employee would be responsible for.	Mary Perro	Uncompleted - Mary Perro to work with Mary D to create a more extensive list.

4. FMOP Document

- All agreed that the following FMOP sections should be prioritized as they impact day-to-day issues the staff daily.
 - a. Recycling

New York-New Jersey Trail Conference

- b. Dishes
 - c. Locking and opening up
 - Doc development schedule
 - a. Mary D put the FMOP on google links so it will always be the most recent version for the authors to view. It will be shared with staff.
5. Next steps
- Going forward, agenda will have action items to review and then the committee will review sections that are ready. Staff will be able to review and give feedback once the committee reviews.

Next meeting: Next meeting will be on Sept. 23 at 3:00pm, Headquarters building. Another meeting was set for Oct. 6 at 3pm, Headquarters building.

Meeting adjourned at: 4pm.