

**FEATHER RIVER RAIL SOCIETY  
AGENDA REPORT**

DATE: 02/08/2021  
TO: Board of Directors  
FROM: Kerry Cochran  
MEETING: 02/13/2021  
ITEM: New Business  
SUBJECT: FRRS/Museum Policies

Several FRRS Museum Policies are past their review dates.

No significant changes have occurred to make changes to several of the policies, we just need to update the review date.

I have reviewed the policies and will bring any of my concerns in the policies to the board's attention.

Discussion with the FRRS Board of Directors and give consensus direction if needed.

A list of policies that need to have the review dates updated is below.

Action is to add a review date to policies that have no date, update existing policies with dates that have passed.

Should any policy need to be changed, appropriate changes will be made and sent back to the FRRS Board of Directors for approval.

**ACTION:** Review, take action and approve to add/update review dates.

## LIST OF POLICIES

### **The following policies are past review date:**

5/1/2020	AWKRRL_Museum_Store_Donation_Procedure
4/30/2020	Confidentiality-Conflict-Disclosure
4/30/2020	Officer_and-or_Director_Oath_of_Office_and_Code_of_Conduct
5/1/2020	PM0001_Introduction
12/1/2020	PM0003_Accountability_Model
2/7/2020	PM0005_Definitions
2/7/2020	PM0006_Policy_and_Standards_Development
4/11/2021	PM0007_Organization_and_Structure
11/1/2020	PM0008_Format_Policies
5/1/2020	PM0009_Mission_Statement
5/1/2020	PM0010_Mission_and_Goals
2/7/2020	PM0011_Business_Ethics
8/1/2020	PM0012_Alcohol
2/7/2020	PM0013_Nondiscrimination
5/1/2020	PM0014_Use_and_Protection_of_FRRS_Information
7/17/2020	PM0015_Software_Piracy
5/7/2020	PM0016_Volunteer_Communications
2/7/2020	PM0017_Corporate_Records
7/1/2020	PM0018_Personnel_files_and_Other_volunteer_Records
11/12/2020	PM0019_Volunteer_Communications
7/31/2020	PM0020_Smoking
5/1/2020	PM0021_Office_Space
5/1/2020	PM0022_Committees
5/1/2020	PM0023_Advertising
8/1/2020	PM0024_Political_Contributions
11/1/2020	PM0026_Agenda_Process_Board_Meeting
7/21/2020	STD0001_Code_of_Ethics
7/7/2020	STD0002_Records_Retention_and_Disposal
8/1/2020	STD0003_Safety_and_Health
4/13/2020	STD0004_Safety

### **The following policies need review this year:**

1/1/2021	PM0028_Private_Owned_Equipment
1/31/2021	PM0032_Gift_Acceptance_Policies_and_Guidelines
11/1/2021	Lock_and_Key_Control
11/1/2021	Safety_and_Health_FRRS-PS01

**The following policies do not have a review date:**

AWKRRL\_Incoming\_Loan\_Agreement  
AWKRRL\_Outgoing\_Loan\_Agreement  
AWKRRL\_Temporary\_Custody\_Agreement  
AWKRRL\_Accession\_Form  
AWKRRL\_Accession\_Worksheet  
AWKRRL\_Application\_for\_Access\_to\_Collection\_Materials  
AWKRRL\_Collection\_Materials\_Release  
AWKRRL\_Collection\_Reproduction\_and\_Use\_Policy  
AWKRRL\_Deaccession\_Form  
AWKRRL\_Deed\_of\_Gift  
AWKRRL\_Document-Photo\_Reproduction\_Request  
AWKRRL\_Donation\_Receipt  
AWKRRL\_Interdepartmental\_Loan\_Book\_Page  
AWKRRL\_Interdepartmental\_Loan\_Form  
AWKRRL\_Item\_Condition\_Report  
AWKRRL\_Mission\_Statement  
AWKRRL\_Proffer\_of\_Gift  
AWKRRL\_Reproduction\_and\_Use\_Fee\_Schedule

**The following policies are OK:**

11/05/2023 AWKRRL\_Collection\_Access\_Policy  
8/11/2023 AWKRRL\_Collection\_Management\_Policy  
11/1/2021 FRRS\_Lodging\_Policy  
11/1/2021 Lock\_and\_Key\_Control  
4/11/21 PM0007\_Organization\_and\_Structure  
11/1/2021 Safety\_and\_Health\_FRRS-SP01