

Feather River Rail Society
Board of Directors Special Meeting – July 24, 2016 – 5:00 PM
Phone Conference

Vice-President Steve Habeck called the meeting to order at 5:10 PM.

The following Directors were present

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|-----------------|----------------|--------------|--------------|-------------|
| Eugene Vicknair | Charlie Spikes | Steve Habeck | Gail McClure | |
| Kerry Cochran | Tom Carter | Greg Elems | Leisa Wesch | Frank Brehm |

Old Business

Store Operations Committee Report

Review and approve report from Store Operations Committee.

- Gave status report.
- Background:
 - The Store Operations Committee, consisting of chair Eugene Vicknair and members Charlie Spikes and Greg Elems, is submitting four (4) documents for consideration of the Board. They are:
 1. Job description for Store Salesperson
 2. Job description for Store Manager
 3. Performance review form
 4. Standard Operating Practice for store
 - We ask that the Board approve these forms with the understanding that they will be reviewed for revision starting in June 2017 and again in June 2020. This excludes the Standard Operating Practice Form. This is a “living document: and what is presented today is a basic outline. This document should be expanded upon by the Manager, President and Vice-President to cover operating practices and reviewed periodically for content.

Notes on this report:

- The Manager position is written to accommodate a paid person, but this could also be a volunteer position (as could the Salesperson). There should be a Manager who is part of the FRRS management structure, even if they are just oversight for the Store Salesperson. It is the unanimous opinion of the committee that the current Salesperson is just that and has not been acting in a management capacity. A management role includes reporting to and interaction with the Board to update on store status, being respectful toward Museum staff and management and responding to input concerning the store.

We recommend a volunteer Manager be appointed to oversee the store and its Salespersons.

- Oversight is listed as being from the President and Vice-President as well as a Manager. This is a placeholder and we leave it to the Board to determine final authority wording. It could be just President, it could be Vice-President when President is unavailable, etc.
- We **STRONGLY** recommend that the reporting aspects of these descriptions be followed. A major complaint of the current operations is that the Board does not have any feedback on status of operations in the Store even though we hold ultimate fiscal responsibility.

As per decision of the Board at the July 2016 General BOD Meeting, upon finalization and adoption of the Job Descriptions and Performance Review Form, the appropriate documents will be provided to the current Salespersons as soon as possible. Following a chance for them to review these documents, a performance review will be held on July 30. Salespersons must accept the descriptions and agree follow them or they are free to leave their employment.

- Discussion about SOP format and changes
- SOP will be reformatted into our standard format
- Asking Board to just approve concept, will be living document that will evolve
- Change documents to say, instead of President and / or Vice-President, say President or Designated Supervisor, Supervisor to be designated by the Board
- Discussed suggested changes to Job Descriptions and Performance review
- Other changes outlined for budget authority, hours of operation
- Discussion of material donation procedure, will be part of SOP; suggestion to use form that we used previously but discontinued
- Discussion about completion of the SOP and other documents before approval, presentation
- Discussion about how to move forward with information and management of further development of the documents and information.

Motion 16-07-01S

Motion to approve current versions of:

- Store Manager and Store Salesperson(s) Job Descriptions
- Performance Review Form

as amended and forward said forms to the Board and Store Employees for performance review to occur within one week. Committee will stay empaneled to assist with further development of these documents and the SOP. (Vicknair / McClure) Aye - 7. Nay – 1. Abstain – 0. Motion carries.

Concensus direction to continue developing SOP for submission within 3 months, and acknowledgement that all these documents are dynamic and growing.

Adjourn

Meeting adjourned at: 6:50 PM
 Next meeting: August 13, 2016 – 4:00 PM
 Location: WPRM Meeting Room - Portola, CA

Respectfully Submitted, Eugene Vicknair -- Secretary, FRRS