

To: FRRS Board of Directors
From: Paul Finnegan, Webmaster
Re: Museum Web Page
Date: December 5, 2017

2017 Santa Trains

Immediately after the Pumpkin Express event ended on October 22nd, I posted the 2017 Santa Train [poster](#) from Eugene Vicknair on the home page and linked it to the [2017 Santa Train news item web page](#). This year's Santa Trains page has all the information about the 2017 event, audio links to both of our radio spots, a link to a video from the 2015 event and a link to photos from the 2016 event. So far (as of 12/4/17) we have had 487 pageviews. As we have seen on several of our recent special events more people are viewing the pages from their mobile devices (58%) as compared to desktop devices (42%). There is a graphic report at the end of this report showing the activity over time for the Santa Trains web page.

Historical/Archive Department Page

On November 7th I was able to close an old web ticket (2016-0119) by posting 21 new/updated files from Kerry Cochran that pertain to the Historical/Archive Department library policies on the [Arthur Walter Keddie Library Policies and Procedures](#) web page.

Eugene Vicknair sent me the information for the 2018 WP Historic Photo Calendars sales information and I posted it to the [Historical/Archive Dept web page](#) on December 1st.

Volunteer Web Page

Kerry Cochran and I have been working on a new web page that will have in one place the information and forms to support volunteering at the WPRM. It is under development and is not released to the public yet. You are invited to look at the [preview page](#).

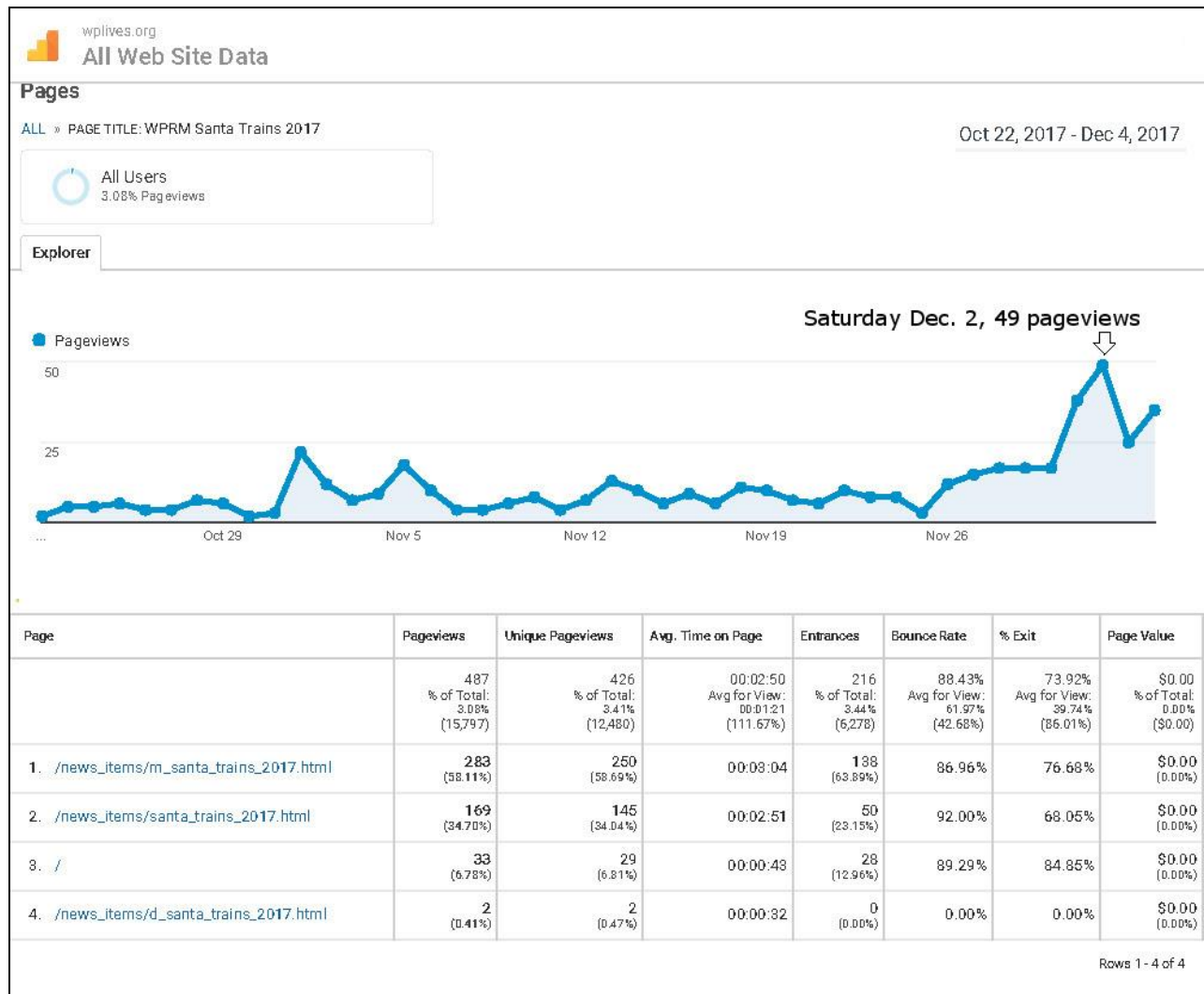
Job Descriptions

Kerry Cochran and I have also been working on job descriptions that will help clarify roles and responsibilities around the museum and society. The job descriptions for the Operating Department positions have been on the [Operating Department Crew Training Material](#) web page since last January. This year we want to expand the documentation beyond just the Operating Department and will post all of the job descriptions in a more global location (to be determined).

General Items

- 11/11/17 – Added FRRS Lodging Policy from Kerry Cochran to [FRRS/WPRM Policy page](#).
- 11/12/17 – Added photo from Kerry Cochran and another of my collection to [WP 1503 Collection](#) page.
- 11/14/17 – Posted new Switch Tender, updated existing Flagman/Crossing Guard and Car Host/Attendant job descriptions on [Operating Dept Crew Training Material](#) web page.
- 11/14/17 – Posted Santa Train radio spot on [Santa Trains news item web page](#).
- 11/14/17 – Posted RAL Radio Spot on [RAL web page](#).
- 11/16/17 – Added second Santa Train radio spot on [Santa Trains news item web page](#).
- 11/17/17 – Posted updated SAFETY AND HEALTH PROGRAM SP 01 from Kerry Cochran on [Operating Dept Crew Training Material](#) web page.
- 11/17/17 – Posted Certification_of_Locomotive_Engineers_-_Rev_6_11-15-2017.pdf and DSLE_Skill_Performance_Report_R-4_11-15-2017.pdf from Kerry Cochran.
- 11/17/17 – Posted Caboose Heaters procedure to [Operating Dept Forms & Documents](#) web page.
- 11/18/17 – Updated and posted [FRRS 2018 Calendar](#).
- 11/19/17 – Posted FRRS Re-Qualification Form to [Operating Dept Forms & Documents](#) web page.

- 11/22/17 – Updated [election calendar](#) on Membership web page for 2018 election.
- 11/28/17 – Updated Supervisor job description.
- 11/29/17 – Created “Volunteer Materials” entry on [Museum Forms and Documents](#) page and posted Volunteer Orientation document.
- 11/29/17 – Added PM0029 Lock and Key Control to [Museum Policies](#) web page.
- 11/29/17 – Updated Radio Policy and moved it to the [Museum Policies](#) web page.
- 12/1/17 – Posted 2018 WP Historic Photo Calendar Now Available and how to order on [Historical/Archive Department](#) home page.
- 12/3/17 – Updated PayPal code for 2018 WP Historic Photo Calendar (added quantity box).
- 12/4/17 – Added Carmen under Car Foreman on [FRRS Org Chart](#)
- 12/5/17 – Posted Preliminary Agenda for December Board Meeting to [Minutes & Reports](#) web page.



Santa Train Information as of Monday December 4th