

To: FRRS Board of Directors
From: Paul Finnegan, Webmaster
Re: Museum Web Page
Date: May 8, 2025

Mailtrain

We continue to have society members and the public signup on our “*WPRM News*” email distribution list on Mailtrain. We currently have 727 active email addresses on the list. Last month we had 727, so we had a net increase of zero subscribers this month. Seven people unsubscribed this month.

Policy & Procedure updates

Working with Kerry Cochran I updated the following on the website on 4/16/25 on the [Museum Policies web page](#):

- PM0005 Definitions R-4 250415
- PM0006 Policy and Standards Development R-4 250415
- PM0007 Organization and Structure R-4 250415
- PM0009 Mission Statement R-4 250415
- PM0011 Business Ethics R-3 250415
- PM0013 Nondiscrimination R-4 250415
- PM0017 Corporate Records R-4 250415
- PM0032 Gift Acceptance Policies and Guidelines R-3 250415
- PM0038 Conference Call Access R-5 250415
- PM0043 Mail R-2 250415

General Items

- 4/11/25 – Posted April BOD meeting preliminary agenda.
- 4/12/25 – Posted April BOD meeting agenda and reports.
- 4/12/25 – Posted Preliminary Minutes from March 2025 BOD meeting.
- 4/13/25 – Updated next BOD meeting notices and upcoming events on calendar.
- 4/14/25 – Removed Jim Atkins from the [Staff](#) and [Archive Staff](#) web pages after learning of his passing.
- 4/16/25 – Had to remark the museum as temporally closed on the Google Search Results web page. Anyone can change the museum to “open” and I have to correct this a couple times a year. Google Business Profile sends an email to us when someone changes the hours or status of our business.
- 4/22/25 – Sent information about summer events at the WPRM to Eva Small at Feather Publishing for inclusion in the Events for *High Country Life* magazine June issue.
- 4/28/25 – Added new material from the Mechanical Department to the [Crew Training Material](#) web page (Mechanical Department Crew Training Supplement General guidelines).
- 4/28/25 – Updated museum hours – Open for the 2025 Season
- 5/1/25 – Updated “From the archives...” and “For the modeler...”
- 5/4/25 – Updated website after crew training.
- 5/5/25 – Updated facilities@wplives.org email forwarder.
- 5/7/25 – Added Ethan Doty to staff pages as Archive Team member.