

**FEATHER RIVER RAIL SOCIETY
AGENDA REPORT**

DATE: 2/9/2026
TO: Board of Directors
FROM: Kerry Cochran, Policies and Procedures
MEETING: 2/14/2026
ITEM: New Business
SUBJECT: Policy review

Policies that are new and need review and approval

New:

PM0046 Delegation of Authority-Proper Authority

The following are policies that need to be reviewed and reapproved.

Review:

PM0012 Alcohol
PM0019 Volunteer Program
PM0026 Agenda process Board Meetings
PM0034 Officer and or Director Oath of Office and Code of Conduct
PM0035 Confidentiality-Conflict Disclosure
PM0036 NDA Confidentiality Agreement
PM0029 Lock and Key Control

Copy of policies attached.

ACTION: Review and take Action



FEATHER RIVER RAIL SOCIETY POLICY

Delegation of Authority Proper Authority

Effective Date: 3/1/2026

Legal Review Date:

Next Review Date: 3/1/2030

Replaces: New

PM0046

Purpose

The Delegation of Authority-Proper-Authority Policy has been established by the Board of Directors of the FRRS/WPRM to:

- Set out matters specifically reserved for determination by the FRRS Board and those matters delegated to management;
- Set out matters reserved for specific roles in the organization;
- Establish expense approval limits by role.

The functions exercised by the FRRS Board and those delegated to management are subject to ongoing review to ensure that the division of functions remains appropriate.

Matters reserved for the FRRS Board of Directors

Matters specifically reserved for the FRRS Board of Directors include:

- Decisions about organizational strategy and policies;
- Matters involving financial amounts;
- Approval of contracts and obligations;
- Succession planning for FRRS Board of Directors positions and the position of FRRS Officers;
- Approval of, or changes to, the annual budget;
- All matters with the potential to have a material impact on the reputation of the organization.

Matters delegated to management

Other than as expressly provided in this policy, all matters not specifically reserved for the FRRS Board of Directors are delegated to management, who shall be responsible for the day-to-day management of the organization and the implementation of corporate objectives.

Management may sub-delegate where appropriate. The organization's policies and procedures provide guidance on the execution of specific roles and responsibilities.

Management shall be responsible for:

- Ensuring that the organization's day-to-day operations, including care of all items in the FRRS/WPRM collection and operations of the Western Pacific Railroad Museum are carried out in accordance with all legal and regulatory requirements;
- Ensure that the organization's policies, practices and decisions are undertaken in a manner that is prudent, equitable and consistent with commonly accepted business practices and professional ethics;
- Ensure that the organization's assets are protected, adequately maintained and not placed at unnecessary risk;
- Ensure that FRRS Board of Directors approved priorities are reflected in the allocation of resources;
- Ensure that budgeting is based on generally accepted accounting principles and that budgets are balanced;
- Promote a healthy and safe work environment for all staff, members and volunteers that is consistent with generally accepted conditions and the organization's values;
- Represent the organization externally to the community, government, media and other stakeholders in ways that enhance the public image and credibility of the organization.

Reporting by Management to the FRRS Board

As part of the framework established by this policy, management is required to report regularly to the FRRS Board of Directors concerning the authority exercised.

Reports by management shall cover such areas as quality performance, financial performance, risk management, human resource issues and other items related to organizational operations.

Management must report to the FRRS Board of Directors on a regular basis on serious occurrences, and visitor or staff complaints (monthly reports provided to the FRRS Board of Directors, if a serious issue arises the FRRS Board must be informed as soon as possible).

Expenditure Approval Policy

FRRS Board approval shall be required for:

- All capital and/or operating expenditures in excess of \$5,000 out of budget;
- Disposal of assets in excess of \$1,000;
- Staff hires or contracts outside of the approved budget;
- Opening of new bank accounts;
- Other items in policies and procedures that may be required.

Communication on behalf of the organization

Any verbal or written communication with media, regulatory bodies, or other entities that may have an impact on the organization are limited to:

- The FRRS President;
- The FRRS Vice President;
- As delegated by the FRRS President.

Proper Authority

Proper Authority as indicated in the General Code of Operating Rules, FRRS policies and other procedures:

- FRRS Board of Directors;
- FRRS President;
- FRRS Vice President;
- FRRS Secretary;
- General Superintendent;
- Superintendent of Operations;
- Chief Mechanical Officer;
- Department Heads (have authority over the area of responsibility);
- Supervisors (department supervisors designated by department heads).

Temporary Delegation of Authority

Any management or supervisory role may temporarily delegate their authority to another person in case of absence. The board and the president must be informed of the delegation and the period for which it will be in force.

Review

The FRRS Board will review the contents of, and compliance with, this policy regularly.

Rev Number	Changes	By	Date
1	New Policy-DRAFT	Kerry Cochran Policies and Procedures	1-21-2026
2			



CONFIDENTIALITY AGREEMENT (NON-DISCLOSURE (NDA) AGREEMENT)

Effective Date: 5/1/2015
Review Date: 5/1/2030
Replaces: 9/21/2920

PM0036

(NDA) CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement ("NDA Agreement") is made and effective the date signed by and between ("FRRS") and ("Recipient").

1. Confidential Information.

FRRS proposes to disclose certain of its confidential and proprietary information ("Confidential Information") to Recipient. Confidential Information shall include all data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, business plans, financial information, and other information disclosed or submitted, orally, in writing, or by any other media, to Recipient by FRRS. Confidential Information disclosed orally shall be identified as such. Nothing herein shall require FRRS to disclose any of its information.

This includes any and all written and/or oral communication provided at any FRRS Board of Directors meeting during Closed Door session.

2. Recipient's Obligations.

A. Recipient agrees that the Confidential Information is to be considered confidential and proprietary to the FRRS and Recipient shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with the FRRS, and shall disclose it only to its officers, directors, or employees with a specific need to know. Recipient will not disclose, publish or otherwise reveal any of the Confidential Information received from the FRRS to any other party whatsoever except with the specific prior written authorization of FRRS.

B. Confidential Information furnished in tangible form shall not be duplicated by Recipient except for purposes of this Agreement. Upon the request of FRRS, Recipient shall return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within ten (10) days of such request. At Recipient's option, any documents or other media developed by the Recipient containing Confidential Information may be destroyed by Recipient. Recipient shall provide a written certificate to FRRS regarding destruction within ten (10) days thereafter.

3. Term.

The obligations of Recipient herein shall be effective from the date FRRS last discloses any Confidential Information to Recipient pursuant to this Agreement date. Further, the obligation not to disclose shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against Recipient, nor by the rejection of any agreement between FRRS and Recipient, by a trustee of Recipient in bankruptcy, or by the Recipient as a debtor-in-possession or the equivalent of any of the foregoing under local law.

4. Other Information.

Recipient shall have no obligation under this Agreement with respect to Confidential Information which is or becomes publicly available without breach of this Agreement by Recipient; is rightfully received by Recipient without obligations of confidentiality; or is developed by Recipient without breach of this Agreement; provided, however, such Confidential Information shall not be disclosed until thirty (30) days after written notice of intent to disclose is given to FRRS along with the asserted grounds for disclosure.

5. No License.

Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information. It is understood and agreed that neither party solicits any change in the organization, business practice, service or products of the other party, and that the disclosure of Confidential Information shall not be construed as evidencing any intent by a party to purchase any products or services of the other party nor as an encouragement to expend funds in development or research efforts. Confidential Information may pertain to prospective or unannounced products. Recipient agrees not to use any Confidential Information as a basis upon which to develop or have a third party develop a competing or similar product.

6. No Publicity.

Recipient agrees not to disclose its participation in this undertaking, the existence or terms and conditions of the Agreement, or the fact that discussions are being held with FRRS.

7. Governing Law and Equitable Relief.

This Agreement shall be governed and construed in accordance with the laws of the United States and the State of **California** and Recipient consents to the exclusive jurisdiction of the state courts and U.S. federal courts located there for any dispute arising out of this Agreement. Recipient agrees that in the event of any breach or threatened breach by Recipient, FRRS may obtain, in addition to any other legal remedies which may be available, such equitable relief as may be necessary to protect FRRS against any such breach or threatened breach.

8. Final Agreement.

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

9. No Assignment.

Recipient may not assign this Agreement or any interest herein without FRRS's express prior written consent.

10. Severability.

If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

11. Notices.

Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given to the appropriate party by personal delivery or by certified mail, postage prepaid, or recognized overnight delivery services.

to:

**Feather River Rail Society
P.O Box 608, Portola, Ca. 96122-0608**

12. No Implied Waiver.

Either party's failure to insist in any one or more instances upon strict performance by the other party of any of the terms of this Agreement shall not be construed as a waiver of any continuing or subsequent failure to perform or delay in performance of any term hereof.

13. Headings.

Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written below.

For the Feather River Rail Society – Position: _____(Title)

_____ (Signature)

_____ (Printed Name)

Date: _____

For the Recipient party – Position: _____(Title)

_____ (Signature)

_____ (Printed Name)

Date: _____

Rev Number	Changes	By	Date
1	Initial Issue	Kerry Cochran General Superintendent	
2	Revisions with input		9/21/2020
3	Review	Kerry Cochran	1/22/2026



CONFIDENTIALITY, CONFLICT OF INTEREST POLICY AND DISCLOSURE AGREEMENT

Effective Date: 5/31/2016
Review Date: 4/30/2030
Replaces: 9/22/2020

PM0035

Confidentiality and Conflict of Interest Policy and Disclosure Form

Confidentiality

As a member of the FRRS Board, I recognize that I owe a fiduciary duty of care to the Western Pacific Railroad Museum – Feather River Rail Society. This includes a duty of confidentiality. All information and documentation that I receive from Western Pacific Railroad Museum – Feather River Rail Society and others in connection with my service on the Board will be treated with strict confidentiality. Neither the contents nor the existence of this information or documentation will be shared with anyone other than the officers, directors, employees, and authorized agents of Western Pacific Railroad Museum – Feather River Rail Society. I will direct any questions regarding my confidentiality obligations to the Western Pacific Railroad Museum – Feather River Rail Society to the President, Secretary or Policy Chairperson.

This includes any and all discussions in Closed Session of the Board of Directors meetings, HR (Personnel Issues), HIPA (Health Care and Medical Information), and Emergency Contact Information that is of a personal nature.

Conflicts of Interest

As a member of the FRRS Board, I recognize that I owe a fiduciary duty of loyalty to Western Pacific Railroad Museum – Feather River Rail Society. This duty requires me to avoid conflicts of interest and to act at all times in the best interests of Western Pacific Railroad Museum – Feather River Rail Society. The purpose of the conflicts of interest policy (set forth below) is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below:

1. FRRS Board members have a fiduciary duty to conduct themselves without conflict to the interests of Western Pacific Railroad Museum – Feather River Rail Society. In their capacity as FRRS Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of Western Pacific Railroad Museum – Feather River Rail Society.
2. A conflict of interest is conduct, a transaction or relationship that presents or might conflict with a FRRS Board member's obligations owed to the Western Pacific Railroad Museum – Feather River Rail Society and the Board member's personal, business or other interests.

3. All conflicts of interest are not necessarily prohibited or harmful to Western Pacific Railroad Museum – Feather River Rail Society. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board (or Western Pacific Railroad Museum – Feather River Rail Society Executive Committee) members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.

4. All actual and potential conflicts of interests shall be disclosed by FRRS Board members to the Western Pacific Railroad Museum – Feather River Rail Society Executive Committee through the annual disclosure form and/or to the FRRS Board whenever a conflict arises. Disinterested members of the Western Pacific Railroad Museum – Feather River Rail Society Executive Committee shall make a determination as to whether a prohibited conflict exists and what subsequent action is appropriate (if any). The Western Pacific Railroad Museum – Feather River Rail Society Executive Committee shall inform the Board of such determination and action. The FRRS Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

5. On an annual basis, all FRRS Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Western Pacific Railroad Museum – Feather River Rail Society Executive Committee, as well as all other conflict information, if any, provided by Board members.

I have read the conflicts of interest policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Western Pacific Railroad Museum – Feather River Rail Society Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Western Pacific Railroad Museum – Feather River Rail Society Board of Directors in writing.

Disclosure of Actual or Potential Conflicts of Interest:

I acknowledge and agree that my selection for service on the FRRS Board and the opportunities made available to me by serving on the FRRS Board constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

In my individual capacity:

Signature: _____ Date: _____

Name: _____

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written below.

For the Feather River Rail Society – Position: _____(Title)

_____ (Signature)

_____ (Printed Name)

Date: _____

Rev Number	Changes	By	Date
1	Initial Issue	Kerry Cochran General Superintendent	
2	Revisions with input		9/21/2020
3	Review and update	Kerry Cochran	1/22/2026



Officer and/or Director Oath of Office and Code of Conduct

Effective Date: 5/31/2016
Review Date: 4/30/2030
Replaces: 9/21/2020

PM0034

All FRRS Officers and FRRS Directors will sign this document at the beginning of their term of office. This document will be kept on file, and maintained for at least five (5) years following the completion of the appointed or elected term of office or the termination of the term of office by resignation or action under section 4.11 of the by-laws. Any violation of this Oath of Office and Code of Conduct shall be reported to the Board in writing.

By signing this document, I, _____, accept the office to which I have been appointed and/or elected and agree to the following:

As an Officer and/or Director of the Feather River Rail Society, I swear to uphold the following Oath of Office:

- o Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the organization;
- o Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner;
- o Respect and support the organization's by-laws, policies, Code of Conduct, and decisions of the Board and membership;
- o Keep confidential all information that I learn about clients, personnel, donors, members and any other matters specifically determined by the board to be matters of confidence;
- o Conduct myself in a spirit of collegiality and respect for the collective decisions of the FRRS Board and subordinate my personal interests to the best interests of the organization;
- o Immediately declare any personal conflict of interest that may come to my attention; and
- o Immediately resign my position as director of the FRRS Board in the event that I, or my colleagues on the FRRS Board, have concluded that I have breached my 'Oath of Office'

As an Officer and/or Director of the Feather River Rail Society, I commit to conducting myself in a manner that models the high standards of accountability incumbent upon the leaders of a California Non-Profit Corporation by:

- o Supporting the objectives of the organization;
- o Serving the overall best interests of the organization rather than any particular constituency;
- o Bringing credibility and goodwill of the organization;
- o Respecting the principles of fair play and due process;
- o Demonstrating respect for individuals in all areas related to cultural, diversity, linguistic and life circumstances;
- o Giving respect and fair consideration to opposing views;
- o Demonstrating due diligence and dedication in preparation and attendance at meetings, special events and in all activities on behalf of the organization;
- o Ensuring that the financial affairs of the organization are conducted in a responsible and transparent manner with due regard for my fiduciary responsibilities and public trusteeship;
- o Avoiding real and perceived conflict of interest;
- o Conforming with the bylaws and policies approved by the Board;
- o Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the organization's business.

Officer/Board of Directors Policy – Conflict of Interest

In addition to following the Feather River Rail Society Code of Ethics, Officers and Directors shall act at all times in the best interest of the organization rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the organization in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board. Members of the Board shall serve without remuneration unless authorized by the Board of Directors. No director shall directly or indirectly receive any profit from his/her position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties. The pecuniary interests of immediate families or close personal or business associates of a director are considered to also be the pecuniary interests of the director.

Furthermore, as an Officer and/or Director of the Feather River Rail Society, I will not:

- o Criticize fellow Officers or Board Members, or their opinions, outside of the Board Room;
- o Use the organization, or my position, for my personal advantage or that of my friends, relatives or associates;
- o Discuss the confidential proceedings of the Board outside of the Board Room;
- o Promise how I will vote on an issue before hearing the discussion and becoming fully informed on issues;
- o Interfere with the duties of staff, or undermine the authority of the employee's ability to perform his/her duties, except as provided in the terms of reference for any standing committee on which I serve; and,
- o Speak for, or on behalf of, the organization unless specifically authorized to do so, and this includes making statements on social media.

Print First and Last Name: _____ Term of Office: _____

Signature: _____ Position: _____

Date: _____

Date of Last Service: _____ Five Year Expiration Date: _____

Refusal to Sign

In witness hereof _____ has on _____ refused to sign this Board of Director/Officer Oath of Office and Code of Conduct form accepting his/her appointment/election as an Officer/Director of the Feather River Rail Society and therefore the appointment/election of

_____ is declared invalid.

(Printed Name)

Witness: _____ Signature: _____

(Printed Name)

Witness: _____ Signature: _____

(Printed Name)

Witness: _____ Signature: _____

(Printed Name)

Rev Number	Changes	By	Date
1	Initial Issue	Kerry Cochran General Superintendent	
2	Revisions with input		9/21/2020
3	Review, update format	Kerry Cochran	1/22/2026



FEATHER RIVER RAIL SOCIETY POLICY
Agenda Process
Board of Directors Meetings

Effective Date: 1/1/2018
Next Review Date: 11/01/20~~3025~~
Replaces: 03/28/2002

Legal Review Date:

[PM0026](#)

The intent of this policy is to provide a standard, consistence and uniform format for the submission of Agenda Items for each Board of Directors meetings.

Agenda items need to be submitted with the following information:

Agenda title:
Meeting date:
Item sponsor's name:
One or two sentence brief description:
Detailed report:
Requested or Recommended Action (if applicable)

The title, name and brief description will be used for the public agenda. Each item needs to state whether it is an Announcement/Calendar Item, Correspondence, Consent Report, Old Business or New Business. Business Items need to indicate whether action is required or whether item is just for information or discussion.

The Detailed Report is for the Directors, affected department heads and members who request to receive them. It should contain specific information about the agenda item and any relevant background. If a budget item, this should also include accounting number and line item name. The individual submitting the item should state who, beside the Directors, is to receive a copy of the Detailed Report(s). Copies of the Detailed Report(s) will be available at the Board Meeting for the audience. If no specific persons are requested, items will be released to Directors and members who have requested the agenda ahead of the meeting.

Submission Schedule:

Saturday before Meeting	Agenda Item and Brief due to Secretary by 12 Noon Agenda compiled and sent by 7 PM Agenda sent to Directors, Dept. Heads and FRRS Web pages
Tuesday before Meeting	Detailed Reports due to Secretary by 12 Noon Corrections/Alterations of Agenda due by 12 Noon Reports sent to Directors and designated parties Corrected Agenda sent if needed

Agenda items will be reviewed by the Board President between Saturday and Tuesday. President has the authority to remove items for the agenda or hold for cause. Appeals of removal or hold can be taken to the Board.

Agenda will be posted in the Office Car, Ops Office and on the WPLives.org website.

Special Cases

Closed Session Items:

A closed session item needs to indicate what subject is involved: Personnel, Legal, Business, Property or Special. Closed session items need to be submitted to the President two weeks before the meeting for review and submitted to the Secretary for inclusion in the agenda with regular Agenda items. Closed session simply needs general subject for agenda inclusion. Any supporting reports shall be presented by the person requesting the closed session at the meeting. Reports may be sent beforehand if the requester chooses, but this is not required in order to protect any sensitive material that is relevant to the issue.

The example on the next page, shows the Agenda Format:

EXAMPLE

**FEATHER RIVER RAIL SOCIETY
AGENDA REPORT**

DATE: February 22, 2002

TO: Board of Directors

FROM: Director Brehm

MEETING: March 2, 2002

ITEM: New Business

SUBJECT: WP RDC Zephyrette Acquisition & Restoration Fund

“Text of subject matter”

ACTION: Request authorization from the board

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue		03/28/2002
2	DRAFT Revisions, change format		11/29/2017
3	Updated with input from Eugene Vicknair (Secretary)	Kerry Cochran	12/26/2017
3a	Layout cleanup for posting	Paul Finnegan	1/14/18
4	Updated to reflect new review date	Kerry Cochran	10/17/2021
<u>5</u>	<u>Review</u>	<u>Kerry Cochran</u>	<u>1/21/2026</u>



FEATHER RIVER RAIL SOCIETY POLICY

Volunteer Program

Effective Date: 11/12/2011

Legal Review Date:

Next Review Date: 11/12/2030

Replaces:

PM0019

1.1 Overall, Policy on Utilization of Volunteers

The achievement of the goals of the Feather River Rail Society is best served by the active participation of citizens of the community. To this end, the Feather River Rail Society accepts and encourages the involvement of volunteers at all levels of the Feather River Rail Society and within all appropriate programs and activities. All Feather River Rail Society and staff are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

1.2 Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Feather River Rail Society reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Volunteer Program Manager, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Volunteer Program Manager.

1.3 Scope of Volunteer Policies

Unless specifically stated, these policies apply to all volunteers in all programs and projects undertaken on or on behalf of the Feather River Rail Society, and to all departments and sites of operation of the Feather River Rail Society.

1.4 Role of the Volunteer Management Department

The productive utilization of volunteers requires a planned and organized effort. The function of the volunteer management department is to provide a central coordinating point for effective volunteer management within the Feather River Rail Society, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The department shall also bear responsibility for maintaining liaison with other volunteer programs in the community. The Volunteer Program Manager shall bear primary responsibility for planning for effective volunteer utilization, for assisting staff and department heads in identifying productive and creative volunteer roles, for recruiting suitable volunteers, and for tracking and evaluating the contribution of volunteers to the Feather River Rail Society.

1.5 Definition of Volunteer

A 'volunteer' is anyone who without compensation/reimbursement or an expectation of compensation/reimbursement, that performs a task at the direction of and on behalf of the Feather River Rail Society. A 'volunteer' must be officially accepted and enrolled by the Feather River Rail Society prior to performance of the task. Unless specifically stated, volunteers shall not be considered as 'employees' of the Feather River Rail Society.

All volunteers must be active (or higher classification) member of the Feather River Rail Society.
(Associate and institutional membership do not meet this requirement)

1.6 Special Case Volunteers

The Feather River Rail Society also accepts as volunteers those participating in student community service activities, student intern projects, alternative sentencing or diversion programs, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a special agreement must be in effect with the organization, school, or program from whom the special case volunteers originate and must identify responsibility for management and care of the volunteers.

1.7 Definition of Staff

A staff person is anyone who with compensation (Paid Employee) performs work or tasks under an employment contract or employment option at the direction of and on behalf of the Feather River Rail Society. The Feather River Rail Society has the sole discretion to employ or terminate employment of any staff member at any time.

All staff members must be active member of the Feather River Rail Society.

1.8 Employees as Volunteers

The Feather River Rail Society accepts the services of staff as volunteers. This service is accepted provided that the volunteer service is provided totally without any coercive nature, involves work which is outside the scope of normal staff duties, and is provided outside of usual working hours. Family members of staff are allowed to volunteer with the Feather River Rail Society. When family members are enrolled as volunteers, they will not be placed under the direct supervision or within the same department as other members of their family who are employees.

1.9 Clients and Relatives as Volunteers

Feather River Rail Society clients may be accepted as volunteers, where such service does not constitute an obstruction to or conflict with provision of services to the client or to others. Relatives of clients may also serve as volunteers, but will not be placed in a position of direct service or relationship to members of their family who are receiving services.

Service at the Discretion of the Feather River Rail Society

The Feather River Rail Society accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Feather River Rail Society. Volunteers agree that the Feather River Rail Society may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Feather River Rail Society. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the Feather River Rail Society. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

1.10 Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to the Feather River Rail Society and its staff. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done.

In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the Feather River Rail Society.

1.11 Scope of Volunteer Involvement

Volunteers may be utilized in all programs and activities of the Feather River Rail Society, and serve at all levels of skill and decision-making.

Volunteer Management Procedures

2.1 Maintenance of Records

A system of records will be maintained on each volunteer with the Feather River Rail Society, including dates of service, positions held, duties performed, evaluation of work, and awards received. Volunteers and appropriate staff shall be responsible for submitting all appropriate records and information to the Volunteer Management Department in a timely and accurate fashion.

Volunteer personnel records shall be accorded the same confidentiality as staff personnel records.

2.2 Two Hat Policy

Members of the Feather River Rail Society's board of directors are accepted as direct service volunteers with the Feather River Rail Society.

2.3 Conflict of Interest

No person who has a conflict of interest with any activity or program of the Feather River Rail Society, whether personal, philosophical, or financial shall be accepted or serve as a volunteer with the Feather River Rail Society. (See Conflict of Interest Policy, Code of Conduct)

2.4 Representation of the Feather River Rail Society

Prior to any action or statement which might significantly affect or obligate the Feather River Rail Society, volunteers should seek prior consultation and approval from appropriate department head, board of directors and/or staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the Feather River Rail Society as specifically indicated within their job descriptions and only to the extent of such written specifications.

2.5 Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall Feather River Rail Society business.

Failure to maintain confidentiality may result in termination of the volunteer's relationship with the Feather River Rail Society or other corrective action. (See Policies and Procedures)

2.6 Worksite

Work sites may be on or off the property owned and operated by the Feather River Rail Society. In most cases the worksite is at the Western Pacific Railroad Museum in Portola, California. Special events are held both on and off the Western Pacific Railroad Museum property.

2.7 Dress Code

As representatives of the Feather River Rail Society, volunteers, like staff, are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. (See department head for dress code)

2.8 Timesheets

Individual volunteers are responsible for the accurate completion and timely submission of timesheets. This may be by written forms and/or computer logging.

Volunteer Recruitment and Selection

3.1 Position Descriptions

Volunteer staff, just as paid staff, require a clear, complete, and current description of the duties and responsibilities of the position which they are expected to fill. Prior to any volunteer assignment or recruitment effort, a position description must be developed for each volunteer position. This position will be given to each accepted volunteer and utilized in subsequent management and evaluation efforts. Position descriptions should be reviewed and updated at least every two years, or whenever the work involved in the position changes substantially.

All position descriptions shall include a description of the purpose and duties of the position, a designated supervisor and worksite, a timeframe for the performance of the job, a listing of job qualifications, and a description of job benefits. The Volunteer Management Department is available to assist staff in the development of volunteer jobs and position descriptions.

3.2 Staff Requests for Volunteers

Requests for volunteers shall be submitted in writing by interested department heads, supervisors and staff members complete with a draft position description and a requested timeframe. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting jobs and by advance notice. The Volunteer Management Department reserves the right to refuse to recruit or place any volunteers until these requirements are prepared to make effective use of volunteer resources.

3.3 Recruitment

Volunteers shall be recruited by the Feather River Rail Society on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the Feather River Rail Society. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function. No final acceptance of a volunteer shall take place without a specific written volunteer position description for that volunteer.

3.4 Recruitment of Minors

Volunteers who have not reached their age of majority must have the written consent of a parent of guardian prior to volunteering. The volunteer services assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

3.5 Interviewing

Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for and interest in that position. The interview should determine the qualifications of the volunteer, their commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position. Interviews may be conducted either in person or by other means.

3.6 Health Screening

If there are physical requirements necessary for performance of a volunteer task, a screening or testing procedure may be required to ascertain the ability of the volunteer to safely perform the task.

3.7 Criminal Records Check (Background Checks)

As appropriate for the protection of the community, other volunteers and staff, volunteers in certain assignments may be asked to submit to a background criminal check. Volunteers who do not agree to the background check may be refused assignment.

3.8 Placement with At Risk Clients

Where volunteers are to be placed in direct contact with at risk clients, additional screening procedures may be instituted. These procedures may include reference checks, direct background investigation, criminal investigation, etc. Volunteers who refuse permission for conduct of these checks will not be accepted for placement with clients.

3.9 Certificate of Ability

Any potential volunteer who indicates that they are under the care of a physician for either physical or psychological treatment may be asked to present a certificate from the physician as to their ability to satisfactorily and safely perform their volunteer duties. Volunteers under a course of treatment which might affect their volunteer work will not be accepted without written verification of suitability from their physician.

Any volunteer who, after acceptance and assignment by the Feather River Rail Society, enters a course of treatment which might adversely impact upon the performance of their volunteer duties should consult with the Volunteer Program Manager.

3.10 Placement

In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the requirements of both the volunteer and the supervising volunteer or staff can be met: No volunteer should be assigned to a 'make-work' position and no position should be given to an unqualified or uninterested volunteer.

3.11 Staff

Participation in Interviewing and Placement Wherever possible, staff who will be working with the volunteer should participate in the design and conduct of the interview. Final assignment of a potential volunteer should not take place without review and approval of appropriate staff with whom the volunteer will be working.

3.12 Acceptance and Appointment

Service as a volunteer with the Feather River Rail Society shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Feather River Rail Society, who will normally be the Volunteer Program Manager. No volunteer shall begin performance of any position until they have been officially accepted for that position and have completed all necessary screening and paperwork. At the time of final acceptance, each volunteer shall complete all necessary enrollment paperwork and shall receive a copy of their job description and agreement of service with the Feather River Rail Society.

3.13 Probationary Period

All volunteer placements shall initially be done on a trial period of 60 days. At the end of this period a second interview of the volunteer shall be conducted, at which point either the volunteer or Feather River Rail Society staff may request a re-assignment of the volunteer to a different position or may determine the unsuitability of the volunteer for a position within the Feather River Rail Society.

In some ~~eases~~cases, there are additional requirements that must be met to remain in service in the Operating Department.

3.14 Re-Assignment

Volunteers who are at any time re-assigned to a new position shall receive all appropriate orientation and training for that position before they begin work. In addition, any screening procedures appropriate for that specific position must be completed, even if the volunteer has already been working with the Feather River Rail Society.

3.15 Professional Services

Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificate or license should be maintained by the Volunteer Management Department. Some ~~example~~examples are, Electrical, General Engineering, General Contractor, ect.

3.16 Length of Service

All volunteer positions may not have a set term of duration. It may be recommended that so terms of service shall not be longer than one-year, with an option for renewal at the discretion of both parties. All volunteer assignments with a limit of service, may end at the conclusion of their first term, without expectation or requirement of re-assignment of that position to the incumbent.

Volunteers are neither expected nor required to accept further service in a position at the end of their set term, although they are welcome to do so in most cases are a on-going assignment. The volunteer may instead seek a different volunteer assignment within the Feather River Rail Society, or may retire from volunteer service.

3.17 Leave of Absence

At the discretion of the supervisor, leaves of absence shall be granted to volunteers. This leave of absence will not alter or effect the position held by the volunteer and/or the previously agreed upon ending date of the volunteer's term of service. Leave of Absences shall not affect the membership in the Feather River Rail Society.

Volunteer Training and Development

4.1 Orientation

All volunteers will receive a general orientation on the nature and purpose of the Feather River Rail Society, an orientation on the nature and operation of the program or activity for which they are recruited, and a specific orientation on the purposes and requirements of the position which they are accepting in that effort.

4.2 On-the-Job Training

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the position and the capabilities of the volunteer.

4.3 Staff Involvement in Orientation and Training

Staff members with responsibility over delivery of services should have an active role in the design and delivery of both orientation and training of volunteers. Those staff members who will be in a supervisory capacity to volunteers shall have primary responsibility for design and delivery of on-the-job training to volunteers assigned to them.

4.4 Volunteer Involvement in Orientation and Training

Experienced volunteers should be included in the design and delivery of volunteer orientation and training.

Volunteer department heads and supervisors with responsibility over delivery of services should have an active role in the design and delivery of both orientation and training of volunteers. Those department heads and supervisors who will be in a supervisory capacity to volunteers shall have primary responsibility for design and delivery of on-the-job training to volunteers assigned to them.

4.5 Continuing Education

Just as staff, volunteers should attempt to improve their levels of skill during their terms of service. Additional training and educational opportunities should be made available to volunteers during their connection with the Feather River Rail Society. This continuing education may include both additional information on performance of their current volunteer assignment as well as more general information, and might be provided either by the Feather River Rail Society or by assisting the volunteer to participate in educational programs provided by other groups.

4.6 Conference Attendance

Volunteers are authorized to attend conferences and meetings which are relevant to their volunteer assignments, including both those of the Feather River Rail Society and of other organization. Prior approval from the volunteer's supervisor should be obtained before attending any conference or meeting if attendance will incur any expense or if a reimbursement of expenses is sought.

Volunteer Supervision and Evaluation

5.1 Requirement of a Supervisor

Each volunteer who is accepted to a position with the Feather River Rail Society must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance. In some ~~cases~~ cases, consultation may be done by telephone or email.

5.2 Volunteers as Volunteer Supervisors

A volunteer may act as a department head, supervisor or other person in charge of other volunteers, provided that the supervising volunteer is under the supervision of the President or the Board of Directors.

5.3 Volunteer/Staff Relationships

Volunteers and staff are considered to be partners in implementing the mission and programs of the Feather River Rail Society, with each having an equal but complementary role to play. It is essential for the proper operation of this relationship that each partner understands and respects the needs and abilities of the other.

5.4 Acceptance of Volunteers by Staff

Since individual staff members are in a better position to determine the requirements of their work and their own abilities, no volunteer will be assigned to work with a staff person without the consent of the Volunteer Management Department and the staff member. Since volunteers are considered a valuable resource in performing the Feather River Rail Society's work, staff is encouraged to seriously consider creative ways in which volunteers might be of service and to consult with the Volunteer Management Department if they feel in need of assistance or additional training.

5.5 Staff Volunteer Management Training

An orientation on working with volunteers will be provided to all staff. In-service training on effective volunteer utilization will be provided to those staff members who are highly involved in volunteer management.

5.6 Volunteer Involvement in Staff Evaluation

Examination of their effective utilization of volunteers may be a component in the evaluation of staff persons who are assigned to work with volunteers. In such cases, supervisors should ask for the input and participation of volunteers in evaluating staff performance.

5.7 Staff Involvement in Volunteer Evaluation

Affected staff should be involved in all evaluation and work assignments of volunteers with whom they are connected.

5.8 Lines of Communication

Volunteers are entitled to all necessary information pertinent to the performance of their work assignments. Accordingly, volunteers should be included in and have access to all appropriate memos, materials, and meetings relevant to the work assignments. To facilitate the receipt of this information on a timely basis, volunteers should be included on all distribution schedules and should be assigned a site or mailbox for receipt on information distributed in their absence. Primary responsibility for ensuring that the volunteer receives such information will rest with the direct supervisor of the volunteer. Lines of communication should operate in both directions, and should exist both formally and informally. Volunteers should be consulted regarding all decisions which would substantially affect the performance of their duties.

5.9 Absenteeism

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform their supervisor as far in advance as possible so that alternative arrangements may be made.

5.10 Substitution

Volunteers may be encouraged to find a substitute for any upcoming absences which might be filled by another volunteer. Such substitution should be taken following notification to the supervisor and care should be taken to find a substitute who is qualified for the position. Substitutes may only be recruited from those who are currently enrolled as volunteers with the Feather River Rail Society.

5.11 Standards of Performance

Standards of performance shall be established for each volunteer position. These standards should list the work to be done in that position, measurable indicators of whether the work was accomplished, and appropriate timelines for accomplishment of the work. Creation of these standards will be a joint function of staff and the volunteer assigned to the position, and a copy of the standards should be provided to the volunteer along with a copy of their job description at the

beginning of their assignment.

5.12 Evaluations

Volunteers shall receive periodic evaluations to review their work. The evaluation session is utilized to review the performance of the volunteer, to suggest any changes in work style, to seek suggestions from the volunteer on means of enhancing the volunteer's relationship with the Feather River Rail Society, to convey appreciation to the volunteer, and to ascertain the continued interest of the volunteer in serving in that position. Evaluations should include both an examination of the volunteer's performance of position responsibilities and a discussion of any suggestions that the volunteer may have concerning the position or project with which the volunteer is connected.

The evaluation session is an opportunity for both the volunteer and the Feather River Rail Society to examine and improve their relationship.

5.13 Written Basis for Evaluation

The position description and standards of performance for a volunteer position should form the basis of an evaluation. A written record should be kept of each evaluation session.

5.14 Staff Responsibility for Evaluation

It shall be the responsibility of each staff person in a supervisory relationship with a volunteer to schedule and perform periodic evaluation and to maintain records of the evaluation.

5.15 Corrective Action

In appropriate situations, corrective action may be taken following an evaluation. Examples of corrective action include the requirement of additional training, re-assignment of a volunteer to a new position, suspension of the volunteer, or dismissal from volunteer service.

5.16 Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the Feather River Rail Society or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisors and officers.. Prior to dismissal of a volunteer, supervisors should seek the consultation and assistance of the Volunteer Program Manager. In any case the dismissal of a volunteer will not affect their membership in the Feather River Rail Society unless there is a violation of the bylaws of the society.

5.17 Reasons for Dismissal

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of Feather River Rail Society equipment or materials, abuse or mistreatment of the general public, volunteers, or co-workers, failure to abide by Feather River Rail Society policies and procedures, failure to meet physical or mental standards of performance, and failure to satisfactorily perform assigned duties.

5.18 Concerns and Grievances

Decisions involving corrective action of a volunteer may be reviewed for appropriateness. If corrective action is taken, the affected volunteer shall be informed of the procedures for expressing their concern or grievance.

5.19 Notice of Departure or Re-Assignment of a Volunteer

In the event that a volunteer departs the Feather River Rail Society, whether voluntarily or involuntarily, or is re-assigned to a new position, it shall be the responsibility of the Volunteer Management Department to inform those affected departments, staff and clients that the volunteer is no longer assigned to work with them. In cases of dismissal for cause, this notification should be given in writing and should clearly indicate that any further contact with the volunteer is outside any scope of relationship with the Feather River Rail Society.

5.20 Resignation

Volunteers may resign from their volunteer service with the Feather River Rail Society at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

5.21 Exit Interviews

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position, suggestions the volunteer may have to improving the position, and the possibility of involving the volunteer in some other capacity with the Feather River Rail Society.

5.22 Communication with the Volunteer Management Department

Department Heads, Supervisors and Staff who are supervising volunteers are responsible for maintaining regular communication with the Volunteer Management Department on the status of volunteers, and are responsible for the timely provision of all necessary paperwork to the Department. The Department should be informed immediately of any substantial change in the work or status of a volunteer and should be consulted in advance before any corrective action is taken.

5.23 Evaluation of Feather River Rail Society Volunteer Utilization

The Volunteer Management Department shall conduct an annual evaluation of the utilization of volunteers by the Feather River Rail Society. This evaluation shall include information gathered from volunteers, department heads, supervisors and staff.

Volunteer Support and Recognition

6.1 Reimbursement of Expenses

Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for the Feather River Rail Society. All reimbursements must be submitted on reimbursement forms and approved by the President, prior to the submission to the treasurer and/or bookkeeper for payment. The Volunteer Management Department shall distribute information to all volunteers regarding specific reimbursable items. Prior approval must be sought for any expenditure.

6.2 Access to Feather River Rail Society Property and Materials

As appropriate, volunteers shall have access to Feather River Rail Society property and materials necessary to fulfill their duties, and shall receive training in the operation of any equipment. Property and materials shall be utilized only when directly required for Feather River Rail Society purposes. This policy includes access to and use of Feather River Rail Society vehicles.

6.3 Insurance

Liability, Accident and Health Insurance is **not** provided for any volunteers engaged in Feather River Rail Society business. Volunteers are Encouraged to consult with their own insurance agents regarding the extension of their personal insurance to include community volunteer work.

6.4 Recognition

An annual volunteer recognition event will be conducted to highlight and reward the contribution of volunteers to the Feather River Rail Society. Volunteers will be consulted and involved in order to develop an appropriate format for the event.

6.5 Informal Recognition

All staff and volunteers responsible for volunteer supervision are encouraged to undertake on-going methods of recognition of volunteer service on a regular basis throughout the year. These methods of informal recognition should range from simple "Thank You's" to a concerted effort to include volunteers as full participants in program decision making and implementation.

6.6 Volunteer Career Paths

Volunteers are encouraged to grow and develop their skills while serving with the Feather River Rail Society, and are to be assisted through promotion to new volunteer jobs to assume additional and greater responsibilities. If so desired by the volunteer, the Feather River Rail Society should assist the volunteer in maintaining appropriate records of volunteer experience that would assist the volunteer in future career opportunities, both paid and volunteer.

6.7 Staff Recognition

The Volunteer Management Department shall design a program for recognition of staff who work well with volunteers and shall consult with volunteers to identify appropriate staff to receive such awards

References

1. Policies and Procedures
2. Department Procedures
3. Conflict of Interest Policy
4. Code of Conduct

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue		11/12/2011
2	Changed to new format	Kerry Cochran	11/29/2017
3	Updated to reflect new review date add change log	Kerry Cochran	10/17/2021
<u>4</u>	<u>Review and minor updates</u>	<u>Kerry Cochran</u>	<u>1/21/2026</u>



FEATHER RIVER RAIL SOCIETY POLICY

ALCOHOL

Effective Date: 08/01/1998

Legal Review Date:

Next Review Date: 08/01/2030

Replaces:

PM0012

Museum Volunteers and Employees

ALCOHOL POLICY

All volunteers at the Western Pacific Railroad museum are subject to the General Notice and Rule A through P of the General Code of Operating Rules, with particular attention to Rule G.

Alcohol will not be consumed on museum property nor will open containers of alcoholic beverages be allowed except in designated areas.

Areas designated where alcohol may be consumed or open containers of alcoholic beverages are allowed include the Via Pullman and Lounge Car, the Shower Car, or other outfit cars that are **not** open to the public as well as private motor homes or travel trailers. At all times the alcohol beverages will be kept inside the rail cars, a private motor homes or travel trailer.

At no time shall any alcohol beverage be consumed in public view on museum property.

Other areas and times where alcohol may be consumed or open containers of alcoholic beverages are allowed, may be designated by Proper Authority.

Exceptions to the above may be allowed by

#1 FRRS President.

#2 FRRS Vice-President.

#3 FRRS General Superintendent.

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue		8/01/1998
2	Changed to new format	Kerry Cochran	11/29/2017
3	Updated to reflect new review date add change log	Kerry Cochran	10/17/2021
4	Changes to FRRS authorized staff	Kerry Cochran	1/21/2026



FEATHER RIVER RAIL SOCIETY POLICY

FORMAT POLICIES [TITLE]

Effective Date: 11/01/2000

Legal Review Date:

Next Review Date: 11/01/2030

Replaces:

PM0008

Policy Statements should be prepared in the following general format.

Statement of Policy

[A brief statement of the policy and why it has been established, preferably in one or two sentences, starting "It is FRRS's policy to..."]

Overall Accountability

[A statement indicating the officer with overall responsibility for issuing and updating the policy statement and for monitoring compliance with it.]

Scope

[Indication of whether the policy applies to the entire Feather River Rail Society or to a specific department.]

Definitions

[A definition of each significant term used in the policy statement.]

Implementation

[A series of brief statements indicating how the policy is to be implemented and who is accountable for doing so. If there are separate implementation procedures for a department.]

References

[References to specific implementing procedures or other relevant documents issued to implement the policy.]

Date Issued/Updated

[The date on which the policy statement was issued or last updated.]

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue		11/1/2000
2	Changed to new format	Kerry Cochran	11/29/2017
3	Updated to reflect new review date add change log	Kerry Cochran	10/17/2021
4	Review	Kerry Cochran	1/21/2026