

A g e n d a

OCF FIXED ASSETS COMMITTEE

Monday SEPTEMBER 19, 2022, 11:00 AM - 1:00 PM.

This meeting will be held on-line via Zoom link on meeting's .net webpage

Agenda review

Announcements

Approval of Minutes:

Previous FAC Committee Meeting Minutes from August 9

Liaisons and Staff Reports:

BOD: AJ

LUMP: Dennis

Site & Facilities Manager: Sierra

ED: Kirsten

Old Business

1. COMPOST PROJECT UPDATES: Kirsten/Sierra
2. STORAGE SUBCOMMITTEE: AJ
3. RESIDENCE SUBCOMMITTEE: Kevin
4. FACILITIES HANDBOOK: Craig

New business

1. REVIEW STATUS OF 2022 CAPITAL PROJECTS: Sierra
2. 2023 CAPITAL PROJECTS BUDGET PROESS: Sandra
3. TIMELINE FOR CONTINUING CAPITAL PROJECTS: Sandra
4. DESIGN OF COMMITTEE OCF.net WEBPAGE: Ruby

Review of Action Items and Deadlines from previous meetings

Committee progress report at October 3rd BOD meeting: written report/draft FAC Minutes due Tuesday, September 27th (Ruby)

Meeting evaluation

Adjournment

August 8, 2022

Entity/Topic	Who	What	When
Doodle Poll for Scheduling	Ruby & Sandra	Create and distribute to Committee members and lead staff a Doodle Poll to determine optimal time for regular monthly Committee meetings	Monday Aug 15
Doodle Poll for Scheduling	FAC Members & Lead Staff	Respond to Doodle Poll	Friday Aug 19
Sept In-person FAC Meeting	Ruby	Confirm with Committee members and lead staff that they can be available for a Sept 11 in-person meeting on-site	Friday Aug 12
Regular Monthly FAC mtgs	Ruby	Collaborate with Vanessa Roy on scheduling dates based on Doodle Poll results for zoom availability and site availability for in-person meetings	Friday Sept 2
“Facilities Handbook”	Craig	Connect with Site and Facilities Manager to: Determine most-appropriate name for this project to organize a searchable database of Fair real properties and major property improvements	Friday Sept 2
Status Review of FAC Projects	Lead Staff	Present at the Sept in-person meeting the status of current FAC projects	Sunday Sept 11
FAC	Subcomm Conveners	Send dates of Subcommittee meetings to Vanessa Roy for posting on FAC .net webpage	On-going
Role of FAC	Committee & Lead Staff	Continue to refine the roles of Committee and staff in capital project management	On-going

FAC Minutes	Ruby	Draft August Minutes	Friday Aug 12
FAC Minutes	Ruby	Send S&FM report section of Minutes to Sierra to confirm understanding of current capital projects	Friday Aug 12
FAC Minutes	Sierra	Confirm S&FM section of Minutes	Wed Aug 17
FAC Minutes	Ruby	Email draft Minutes to Kevin & Sandra for their review	Friday Aug 19
FAC Minutes	Kevin & Sandra	Send comments on draft Minutes to Ruby	Wed Aug 24
FAC Minutes	Ruby	Finalize Minutes	Friday Aug 26
BOD Report	AJ & Sandra	Send Minutes &/or BOD Report to Kirsten for inclusion in BOD packet for Sept 12 mtg	Wed Sept 7
FAC Agenda	Ruby	Draft Agenda for Sept in-person FAC meeting to Sandra & Kevin for review	Tuesday Sept 6
FAC Agenda	Kevin & Sandra	Send edits on draft Agenda to Ruby	Wed Sept 7
FAC Agenda & Minutes	Ruby	Send Agenda & August Minutes to Vanessa Roy for inclusion on FAC .net webpage	Thurs Sept 8