



## **Friends of Pheasant Branch Conservancy, Inc. Procedure on Storage Area Use and Management**

(Final as approved at Board meeting: Oct. 12, 2015)

**1. Purpose:** This Procedure describes the procedures of FOPBC with respect to storage areas and their use. The Board of Directors will review this procedure as needed, but at least once every three years.

### **2. Administration**

**2.1 Responsibilities of the Administrator.** The Secretary of the Board shall be the administrator ("Administrator") of this Policy. The Administrator's responsibilities shall include keeping this procedure up to date and making it available to those who need it and are authorized to use the storage facilities.

#### **2.2 Responsibilities of the Chairs of the Committees.**

This Policy also relates to the Committee Chairs' duties and to document management, and operational roles of the several committees. Specifically, all Committee Chairs who use any of the storage facilities for tools or for documents shall be responsible for the following activities either directly or by delegation to others:

1. Advising the Secretary of any changes in the availability, management, or use of storage areas.
2. Maintaining current either a general description of contents, or a specific inventory (see attached examples) of the contents in such storage areas; and keeping the most current (i.e., the "controlled") copy of the inventory in the permanent documents on the electronic document repository used by FOPB (e.g., the Dropbox web-based tool for document sharing).
3. Retaining at their homes as necessary the records and any appropriate tools or materials needed for the conduct of their duties as the Committee Chair.
4. Ensuring compliance with applicable legal or landlord's storage requirements. Any hazardous equipment or materials should be stored properly and only in conformance with laws, regulations, lease/rental agreements and good practice.

### **3. Procedure and Details:**

FOPB has and uses the following facilities for storage, both short-term and long-term, frequent-access, and infrequent access. Most storage is for tools and materials, but some is for documents and archives. See related information in the FOPB Policy on Records Management.

#### 3.1 Mendota County Park - Storage in Admin/Garage Building:

1. Purpose: TBD  
(See attachment- R and M Committee Storage Inventory (as of August 1, 2015))
2. Responsible Party and Intended Users: R&M Committee (contact Committee Chair and Rhea Stengl-Maier at Dane County)
3. Location: Admin/Garage Building in Mendota County Park, on CTH-M just east of junction with CTH-Q
4. Key/Security Access: TBD
5. Cost and Payment Method: No charge - this is provided by the County as they support friends' groups when and as they can by offering this service.
6. Inventory: Sample is attached, but the actual current version is shown in Dropbox in the permanent documents for the R&M Committee

#### 3.2 Laura Lane Rental Storage locker Unit:



1. Purpose: Frequent-access storage for Education Committee materials and R&M tools. Note that some informational and paper materials are currently in this unit, but the unit is not controlled for temperature or humidity. Mold and moisture damage are risks.
2. Responsible Party and Intended Users: Colleen Robinson Klug, for use by Education and R&M Committees
  - FOPBC uses the right half of the locker along the right wall and some of the space at the very back along the back wall
  - Rock Ladies use the left half of the locker along the left wall and sometimes use the table at the back
3. Location: 3103 Laura Lane, Unit #24, Middleton, WI
4. Key/Security Access:
  - There are many keys in circulation as of Sept. 2015. The Education Team has stopped handing keys out for the time being to naturalists until we agree on changes. (One option is a key deposit box at Deb's house on the porch for when people need access. It isn't far from the locker and keys could be picked up and dropped off there easily)
  - Rock Ladies with key access to the locker's current lock are: Stephanie Williams (also a naturalist for FOPBC), Miguela Frey, Sue Bridson, Mary Hohoklik
  - FOPBC members with key access to the locker's current lock are: Deb Weitzel, Trel Gimber, Colleen Robinson Klug, Anne Boucher, John Daly, Tom Crozier, Janet Kane, and Ron Biendseil.
5. Cost and Payment Method: Cost is \$1,440 per year, but we informally sub-lease a portion of the space to "Rock Ladies" - - an organization one of our naturalists, Stephanie Williams is involved with. They cover 50% of the cost via four quarterly payments of \$180. The Treasurer pays for it on an annual basis and signs a new lease annually. Although others use it, this item is included in the Education Committee budget and financial statements.
6. Inventory is shown in Dropbox in the permanent documents for the Education Committee

### 3.3 R&M Chair's Home Storage area:

1. Purpose: Convenience of the Chair
2. Responsible Party and Intended Users: The Chair only
3. Location: R&M Chair's Home
4. Key/Security Access: Only thru the Committee Chair
5. Cost and Payment Method: No charge - provided as a donation to FOPB

### 3.4 WQM Monitoring Storage area:

1. Purpose: Support field sampling activity in cooperative/volunteer water quality monitoring
2. Responsible Party and Intended Users: Field sampling volunteers
3. Location: Lloyd Eagan's home
4. Key/Security Access: contact owner
5. Cost and Payment Method: No charge - provided as a donation to FOPB

### 3.5 Kromrey School Environmental Center Records Storage area:

1. Purpose: Controlled-climate storage of delicate, higher value AV and other electronic equipment used by any Committee.
2. Responsible Party and Intended Users: Education Committee Chair for the committee
3. Location: Cabinets under and near the sink in Room 600 of Kromrey Middle School
4. Key/Security Access: Contact the Committee chair, for school-approved access during normal school hours
5. Cost and Payment Method: No charge - provided as a donation to FOPB



### 3.6 Archives storage in Hagen Hedfield's Basement Storage area:

1. Purpose: Historical documents, archived for development of a single historical summary document
2. Responsible Party and Intended Users: H. Hedfield
3. Location: home of Hedfield's
4. For Security Access: contact Hagen Hedfield
5. Cost and Payment Method: No charge - provided as a donation to FOPB

### Governance Committee (Wible's Basement) Storage area:

1. Purpose: Long-term storage of infrequently needed information, including primarily the membership and donation records of the years 2007 through 2013
2. Responsible Party and Intended Users: Governance Committee Chair is responsible and will make available as needed - notably for administrative uses and other uses for D&M committee.
3. Location: L. Wible home, basement, 5614 Sedgemoor Rd., Middleton, WI
4. For Security Access: Contact Wible family
5. Cost and Payment Method: No charge - provided as a donation to FOPB

### **4. Version History - Insert approval and revision history here:**

- Approved by Board of Directors on Oct. 12, 2015
- Next review should occur by Oct. 12, 2017 if this document has not been reviewed/revised before then

### **5. Attachments and/or related documents:**

- FOPB Records Policy, together with related Records Inventory
- Example Storage area Inventories from September, 2015; and Notes from Education Coordinator on further decisions needed
- Controlled versions of Storage area Inventories in Dropbox



## Working Attachment-

### Aug. 2015 Excerpts from notes for the Committee, from Colleen on the needs yet to be addressed about this storage area and its use

*There was an outdated inventory list hanging on the right wall just inside the door of the locker. The most inventory is maintained by the Education Committee, in Dropbox.*

*Some questions came up about restoration materials in the locker:*

- *There are gloves, clipboards and plastic bags that we use for the biology service learning seed collecting activities in the locker. I don't know if R&M needs these materials at any other time.*
- *To Colleen's knowledge, there are no other R&M type materials in the locker that used to be stored at Susan's. Not sure where the rest of that stuff is at the moment (loppers, etc).*

*Some questions came up about M&D type materials in the locker:*

- *After the early August 2014 event at the homesite, many items came to the locker that used to be stored elsewhere (maybe with Susan). We found old brochures, old logo envelopes, glasses, office supplies, mounted aerial photos and more. Much of this was removed and either used (glasses) or recycled (old literature). Some is still there such as some office supplies and banners with the old logo on them.*

*The Education committee items in the locker include:*

- *all the K-5 grade level field trip kits,*
- *some GPS units,*
- *our old education kits from "Branch Out To PBC",*
- *some water monitoring stuff,*
- *bird and plant and amphibian ID books,*
- *education guides,*
- *service learning materials,*
- *the blue tent,*
- *coloring books*
- *from time to time the tri-fold table-top display is in the storage locker but often times people use that at an event or meeting and it doesn't make it back into the locker.*
- *Tarps*
- *Carpet squares*

*(As mentioned, we need to complete a formal inventory and make a plan for maintaining it/sharing it over time. Also, as part of planning for storage unit use, we should:*

1. *Plan for what shared items should stay in there whenever they aren't in use, and make a sign-out and sign-in for those items, such as the tent, tri-fold display, mounted posters, banners, etc...*
2. *Determine how much room is available for other uses, if R&M or M&D need space and the locker seems like a reasonable option.*
3. *Note: the locker has very little room for things that can sit on a shelf as "archive" and never be used thus. )*



## Attachment

### R and M Committee Inventory for Storage Cabinet in the Mendota Co. Park Garage

6 Parsnip Predators  
Long handled loppers  
Short handled loppers  
1 box of hand clippers  
1 box of cloth gloves  
1 box of heavier work gloves  
Regular Shovels  
Narrow shovels  
2 Backpack sprayers (one in the shed, one on top)  
Volunteer sign up sheets and waiver forms  
First aid kit and extra supplies  
Spray bottles  
Herbicide  
3 gas leaf blower  
1 red plastic gas can  
1 plastic sled  
2 expandable metal rake  
6 metal DuraRake  
1 cover to protect turtle nest  
2 gallon bottle, bar & saw chain lubricant (partially used)  
1 1.25 gallon container, marked "Stihl gas & oil"  
1 Set of sharpening tools, "Stihl 200"  
2 Oilomatic Stihl chains in packages  
1 chain in plastic bag  
4 4' wooden stakes with signs "TRAIL CLOSED Prescribed Burn in Progress"  
4 4' wooden stakes with signs "Warning Pesticide Treatment Area" with information from 2014  
1 Igloo 5 gallon drinking water cooler  
1 Large blue plastic storage container for liquids, Coleman 5  
4 large plastic pail, 3 white, 1 gray  
1 1 gallon sprayer, in pail marked G3 1.1  
3 new 1 gallon sprayer, in box  
2 used 1 gallon sprayer— one RoundUp (in box), one 2% glyphosate  
3 new 2 gallon Sure Spray sprayer, 1 in box  
1 new 4 gallon Solo sprayer, in Sure Spray box  
1 12 oz can of Rust-Oleum 2X Ultra Cover Paint + Primer – Satin, Nutmeg  
4 Fiskars dandelion digger (in Madison Civics Club Bag)  
3 Fiskars short-handled digging tool (in Madison Civics Club Bag)  
1 lidded white plastic bucket containing a folder with very old paperwork  
along with eyewash, water, and a tube of ReDuRan  
3 pr Hip waders – Lacrosse 600, size 8; Itasca, size 7 and 10  
1 Chest waders, size 7  
1 box of 10'/12" common spikes (9 spikes in box)  
1 2" paintbrush  
3 butane lighter  
2 Stihl MS 170,180 manual (stuck together)  
1 Stihl brush cutter manual (stuck together)  
1 5 lb. box, 60d Bright Common Nails



The current version of this document will always be the electronic version stored in the selected electronic medium. PRINTED VERSIONS MUST BE VERIFIED TO BE CERTAIN THEY ARE CURRENT AND APPLICABLE TO SPECIFIC USES.

- 1 box, 8" galvanized polebarn spike (21 in box)
- 1 large zip lock bag with assorted washers and four 1/2" x 5 power lags
- 1 large zip lock bag with assorted fender washers
- 8 7" metal spikes
- 7 3/8" x 6" lag screw, zinc plated
- 1 packet of 5/16" x 1 1/4" zinc plated fender washers
- 1 1/2 roll, steel galvanized wire, 100 ft
- 1 bag, 1/4" x 2" galvanized lag screws
- 1 box, gold deck screws, #9 x 3" (18 screws left)
- 1 box, exterior deck screws, #9 x 2 1/2" (107 screws left)
- 1/3 box, coated deck screws, #10 x 3 3/4 "
- 2/3 box, coated deck screws, #8 x 1 1/4"
- 1 Roll of heavy duty plastic sheeting - black
- 3 32 oz trigger sprayer, relatively new, labeled Round Up, in white plastic bag
- 1 large blue plastic tarp
- 2 green canvas tarp
- 3 Stihl safety glasses – new
- 3 Extra length of
- 3 Blower manual

Things that used to be in Janet Kane's Garage that went off in the trailer to be checked over at the end of the summer intern program

- 1 Small chain saw
- 1 Helmet with ear muffs and shield, and chaps
- 1 Brush cutter

#### **D&M Inventory at Laura Ln.**

- Friends pint glasses - 2
- 2015 Phenology Calendars - 16
- Stakes & Signs for run/walk - approx. 40
- Blue carrier bag - 1
- 2015 yard signs - 8
- Hand clips w orange handles - approx 8 large and 8 small

See photos below:

