



POLICIES AND PROCEDURES MANUAL

Approved by the Board of Directors March 22, 2017

The purpose of the *Policies and Procedures Manual* for the Friends of the Outlet, Inc. is to provide short and succinct day-to-day operating policies and procedures to (1) assist the Board of Directors and members in being consistent in how the Friends are operated, (2) insure that the Board of Directors and members have approved policies and procedures, and (3) assist in educating new Board members as to how the Board manages basic day-to-day activities.

Additional information about the Friends of the Outlet, Inc. can be found on the Friends' website www.keukaoutlettrail.org. This *Policies and Procedures Manual* is intended to augment and clarify topics included in the Strategic Plan and By-laws of the Friends available at:

<http://www.keukaoutlettrail.org/official-friends-documents>

The following policies and procedures are presented in no particular order and can be revised and updated by a simple majority vote of the Board of Directors.

INTERNAL MANAGEMENT POLICIES AND PROCEDURES

LAND TRUST STANDARDS AND PRACTICES

Policy: The Friends of the Outlet, Inc. are members of the Land Trust Alliance (<http://www.landtrustalliance.org/>) and work to support the *Standards and Practices* as published by the Land Trust Alliance which is available at:

<https://www.landtrustalliance.org/topics/land-trust-standards-and-practices>

Procedures: Board members will review these Standards and Practices on a regular basis and strive to insure that the Keuka Lake Outlet Trail Preservation Area meets these standards and practices.

Comments: Annual membership dues should be paid as needed.

NATURAL ASSETS MANAGEMENT

Policy: As a land steward, The Friends of the Outlet is responsible for creating carefully designed management and conservation plans to maintain and protect the land and waterways under supervision and to allow woodlands and wildlife habitats to reach their natural potential for the enjoyment of generations to come.

Procedures: The Board of Directors shall develop a long term plan with the help of the New York Department of Environmental Conservation (<http://www.dec.ny.gov/lands/5238.html>) foresters to protect the intrinsic value of land and the integrity of forest and waterways ecosystems. Logging, and/or other related activities affecting the area, will be conducted only after consultation of a DEC forester and an independent assessment of the value of timber to harvest has been completed.

BOARD OF DIRECTORS.

The current board of Directors has 13 members and a quorum of 7 Directors is necessary to transact the business of the Organization.

MAIL

Policy: the Official mailing address for the Friends will be the PO Box 65, Dresden NY 14441. Mail may be forwarded from the Dresden PO Box to the President of the Friends, or in his/her absence the Vice President of the Friends.

Procedures: The President will issue a change of address request at the Dresden NY post office to have mail forwarded to his/her address or in his/her absence to the Vice President of the Friends

Comments/Notes: Note that mail can only be forwarded for a limited period of time unless the appropriate forms are updated.

CHECK WRITING AND RELATED FINANCIAL MATTERS

Policy: The Treasurer has overall responsibility for day to day management of the Friends' finances with ultimate oversight by the Board itself. The Treasurer may write checks for up to \$500 on his/her own signature for ordinary and recurring expenses. Checks written for more than \$500 will require any two signatures of the Treasurer, President or Vice President. With the absence or inability of any of the three authorized signatories to sign checks an Alternate signer can be appointed by the Board until a new Officer can be elected.

Procedures: The Treasurer and President will implement this policy at the bank where the various checking and savings account are maintained and insure that the appropriate forms and signature cards are on file.

Policy: The Treasurer may not move money from one account to another, e.g., from a savings account to a checking account, without the approval of the majority vote of the Board.

Procedures: Once a vote approves the moving of monies from one account to another the Treasurer will have those monies moved.

Comments/Notes:

REIMBURSEMENT FOR BOARD MEMBER EXPENSES

Policy: Board members should request approval from the President, in advance, for reimbursement of expenses associated with conducting business in the name of the Friends. “Unexpected” expenses may be reimbursed only with the approval of the Board and then with the procedures below.

Procedures: Board members should supply the President with a written request for reimbursement prior to spending money on any expenses related to the Friends. This request should include the nature of the expenses and why the expenses should be reimbursed. If approved, the requester will then also supply the President with a receipt for the expenditure or other appropriate evidence.

Comments/Notes

DONATIONS AND MEMBERSHIP

Policy: Membership fees and categories will be set by the Board and reviewed as needed. Donations received by the Friends will first be used to pay for an annual membership in the Friends for the person/organization making the donation if the person is not currently a member. Any additional fund remaining will then be deposited in the Friends checking account and will be classified as a “donation.”

Procedures: As outlined in the policy.

Comments/Notes: For purposes of record keeping and reporting it is important to be able to provide the annual number of memberships and the annual amount of donations.

INSURANCE

Policy: The Friends of the Outlet, Inc. will obtain liability insurance for protection of the Board members and to protect against other possible suits.

Procedures: One of the members of the Board will be appointed by the President or Vice President to annually review these Insurance Policies and determine the appropriateness of the coverage and the costs.

Comments/Notes: Currently, Insurance for the Friends is provided by:

Ms. Nawal A. Nassar, nnaser@alliant.com, Account Manager
Alliant Insurance Services, Inc
4530 Walney Road, Suite 200
Chantilly, VA 20151
W: 703 547 6286
F: 703 3970995
www.alliant.com

MEMBERSHIP YEAR

Policy: The membership year is established by the Board of Directors.

Procedures: Currently, the membership year is February – January and the annual membership drive begins in January. Any new members joining the Friends after September 1 will be considered as members through the next membership year.

Comments: The membership committee will work year-round to promote and increase the Friends' membership.

BRUCE HANSEN MEMORIAL FUND

The Bruce Hansen Memorial Fund was established in 2000 for the benefit of Friends of the Outlet, Inc.

The Fund is managed by the Hansen Endowment Fund Trustees:

Joan Y Hansen and Doreen Finger
125 Burns Terr.
Penn Yan, NY 14527-1147

The funds are recognized and carried on The Friends of the Outlet, Inc. Balance Sheet, but are not directly accessible for and or by The Friends of the Outlet, Inc. Any use of these funds must be requested by the Board of Directors of Friends of the Outlet, Inc. and approved by Joan & Doreen. It is understood that requested funds should not be used for on-going maintenance or routine expenses, but rather should be used for extra-ordinary or special projects.

MAINTENANCE

Policy: The Friends will maintain the Outlet Trail and Preservation Area throughout the year. This maintenance includes upkeep of the Trail, picnic areas, parking areas, primitive campground, trash removal, the safety of historic buildings, and porta-potties.

Procedures: A committee of three individuals on the Board will be appointed by the President to oversee maintenance of the Outlet Trail and Preservation Area. Members of the maintenance committee with the help and assistance of other Board members and volunteers will oversee maintenance activities. The Chairperson of the committee may request, as appropriate, money from the Board to support maintenance activity including outside contractors. The chair of the maintenance committee will report at the monthly Board meeting on activities and issues.

Comments:

SECURITY

Policy: Maintaining the safety of the Outlet Trail and Preservation Area is an important priority of the Friends. Users of the Trail and Area should feel safe to walk, bike, ski, etc. the Trail from sunrise to sunset.

Procedures: From time to time members of the Board and volunteers will walk/bike the Trail and Preservation Area to insure that there are no dangerous areas or items that could impair the user's safety. Cameras and other security tools may be placed in strategic places to help insure users' safety. Users of the Trail are encouraged to report any safety issues to any member of the Board.

Comments:

EMERGENCIES

Policy: Any emergencies should be handled as promptly and referred to the appropriate government agency or 911 as soon as possible.

Procedures: The President of the Board, or designee, will ensure that the Yates County Sheriff's Department, Penn Yan and Dresden Fire Departments all have appropriate keys to access the Trail within their jurisdiction. If any kind of an emergency occurs on the Trail or Preservation Area the President or Vice President should be notified immediately and that person should take appropriate action to determine the nature of the emergency and insure that appropriate people/agencies have been notified to respond to the emergency. Once this has occurred, the President or Vice President should inform members of the Board of the nature of the emergency and resulting actions taken to address the emergency.

Comments/Notes:

MANAGEMENT OF VOLUNTEERS

Policy: The Friends encourage the involvement of volunteers in maintaining and improving the Outlet Trail Preservation Area, participating in Fund Raising, publicizing the Trail and other activities.

Procedures: The President shall annually appoint a committee to coordinate and oversee volunteer activities. The appointment will be made at the Annual meeting. The committee shall establish procedures for recruiting and managing volunteers as necessary. Such procedures will be reviewed and approved by the Board of Directors.

Comments/Notes:

COMMUNICATION POLICIES AND PROCEDURES

CALENDAR OF ACTIVITIES/EVENTS

Policy: The Friends will make known through its website and other means a Calendar of Activities/Events on an annual basis.

Procedures: The Vice President of the Friends of the Outlet Trail, Inc. will, at the beginning of each calendar year, produce a calendar of Activities and events. The Calendar will include meetings, dates for Board member nominations, etc. The Vice President will revise and update the Calendar throughout the year as needed. Appendix 2 is the most recent version of the Calendar for 2017 and will be regularly updated.

Comments/Notes: Multiple methods can be used to publicize the Calendar.

OFFICIAL STATEMENTS BY THE FRIENDS

Policy: Individual members of the Board do not have the authority to speak for the Board as a whole. Only after Board members have discussed any type of “Official Statement” and approved it may such a statement represent the Friends.

Procedures: If a member of the Board wishes to have the Friends officially issue a statement regarding an issue or other matter, that Board member will provide a draft of the proposed official statement, which will be discussed at the next regularly scheduled Board meeting, and be voted on for approval or denial.

Comments/Notes: It is important that the views of an individual Board member are not taken to represent an official position of the Friends of the Outlet, Inc.

WEBSITE MAINTENANCE AND DEVELOPMENT

Policy: the Friends of the Outlet Trail maintains a current and up to date website that promotes the Trail and the Organization, offers educational and historical information, enhances visitors' safe use of the Outlet Trail Preservation Area, and assists the Board in the management of the Friends of the Outlet, Inc.

Procedures: The Webmaster and/or the Director of Electronic Communication will regularly review the content and organization of information on the Website as well as log files to constantly improve the website. Some of the members of the Board will be provided access codes to regularly post news, contribute to Facebook, etc. Suggestions from visitors, users of the Website, and Board Members will also be requested on a regular basis.

Comments/Notes: From time to time the Board may wish to engage a professional website manager to conduct an evaluation of the Website.

EXTERNAL POLICIES AND PROCEDURES

OUTLET TRAIL AND AREA USE REGULATIONS

Policy: The Board of Directors shall establish and set forth rules and regulations to govern the conduct of the public when using the Area and to encourage the public's safe use of the area. These rules and regulations will implement the purposes of the Area as outlined in the By Laws of the Friends.

Procedures: The Friends will maintain and make known via their website, posted notes and signs along the Trail and waterway, and other means the *Outlet Trail and Area Use Regulations* to govern access to and use of the Outlet as well as to encourage the safe use of the Outlet and Trail area.

Procedures: The President will assign a Board member at least once a year to review the most recent version of the *Outlet Trail and Area Use Regulations* and make recommendations for changes and updates. Appendix 2 is the most recent *Outlet Trail and Area Use Regulations*.

Comments/Notes: The Board may wish to consider a number of different strategies to publicize and disseminate these Regulations.

APPENDIX 1

CALENDAR OF EVENTS AND ACTIVITIES 2017

January

Board of Director Meeting 7 p.m. Jan. 18 LNB
Appoint nominating committee

Actions/Events: Newsletter?

Committees:

February

Board of Director Meeting 7 p.m. Feb. 15 LNB

Actions/Events: Membership Year Starts
Prepare tax information for accountant

Committees: By Laws Review; Policy and Procedures Review
Submit tax forms to appropriate government agencies

March

Board of Director Meeting 7 p.m. March 15 LNB
Nominations due for board review

Actions/Events: Announce Annual Meeting?

Committees:

April

Board of Director Meeting 7 p.m. April 19
Location TBD
Annual Meeting ?

Actions/Events: April 23: Celebrate Service/Celebrate Yates

Committees:

May

Board of Director Meeting 7 p.m. May 17 LNB

Actions/Events:

Committees:

June

Board of Director Meeting 7 p.m. June 21 LNB

Actions/Events:

Committees:

July

Board of Director Meeting 7 p.m. July 19 LNB

Actions/Events:

Committees:

August

Board of Director Meeting 7 p.m. August 16 LNB

Actions/Events:

Committees:

September

Board of Director Meeting 7 p.m. September 20 LNB

Actions/Events: New members from 9/1 forward are extended through 2018

Committees:

October

Board of Director Meeting 7 p.m. October 18 LNB

Actions/Events:

Committees:

November

Board of Director Meeting 7 p.m. November 15 LNB
Vice President presents calendar for 2018

Actions/Events:

Committees:

December

Board of Director Meeting 7 p.m. December 20 LNB

Actions/Events:

Committees:

APPENDIX 2

OUTLET TRAIL PRESERVATION AREA REGULATIONS

These Outlet Trail regulations are intended to encourage all users to have a safe and enjoyable visit to the Outlet Trail Preservation area. These rules and regulations govern the conduct of the public within, upon, and in the airspace above all property that is presently under the jurisdiction, custody, or control of the Friends of the Outlet, Inc. For additional information about the Friends of the Outlet Trail, Inc., please see: <http://www.keukaoutlettrail.org/>.

Safety and Responsibility

Enjoy the Trail in a safe and responsible manner and this pathway will remain a heritage for future generations.

Natural areas possess hazards not normally encountered in your home surroundings. Individuals who are on FOTO property are responsible for their own safety. Visitors to the Keuka Lake Outlet Trail Preservation area use it at their own risk. The Friends of the Outlet Trail, Inc. accepts no liability or responsibility for visitors using the area.

General

The trail OPENS at Sunrise and CLOSES at Sunset to the general public for their recreation and use. Exceptions can be made ONLY with the express written permission from the Friends. At all other times, persons on the trail are trespassing on private property and may be prosecuted.

Amenities

There is no drinking water available – Users must supply their own. Trail toilets (outhouses) are available along the trail. Users may need to supply their own paper and will need to supply their own hand sanitizing supplies.

Litter

What you carry in - carry out... Please help keep the Outlet Trail clean and free of waste, garbage, and any other forms of trash. Any trash or other material you bring into the Outlet Trail area please carry out as well.

Removal of Natural Material

Removal of artifacts, plants, historic items, or other materials (other than personal garbage, yours or others) from the trail and its structures is prohibited and Violators Will be Prosecuted. Buildings and Ruins along the trail are not to be entered, disturbed, or

used by anyone without the express written approval and permission by the Board Of Directors of the Friends Of The Outlet, Inc.

Activities or uses not permitted on the Outlet Trail Preservation Area

Trespassing In Unattended Buildings

Buildings and Ruins along the trail are not to be entered, disturbed, or used by anyone without the express written approval and permission by the Board of Directors of the Friends of The Outlet, Inc.

Paintball (or similar activity)

War games, Paintball, Laser Tag are prohibited on the Outlet Trail Preservation Area.

Consumption of Alcohol

Consumption of alcohol is not allowed.

Swimming

Swimming is not permitted.

TRAIL ACTIVITIES AND USES

Activities such as

- hiking
- horseback riding
- running
- snowmobiling and bicycling

are limited only to the Keuka Outlet Trail to prevent damage that might be caused to other properties along the trail.

Dogs

Off leash dogs must be under control at all times otherwise dogs must be on leash.

Motorized Vehicles

No motorized vehicles are allowed on the trail - other than Snowmobiles from December 1st through March 30th and only if snow conditions are such to allow safe passage without damage to the trail. On occasion motor vehicles operated by individuals who have received permission from the president or appointed trail official may use the trail for maintenance or special events. The vehicle must display the appropriate permit.

Snowmobiles

Snowmobile use is allowed conditions permitting. Yates Snow Travelers Association (YASTA) may use trail grooming machine and one accompanying snowmobile on the trail between Cherry Street and Dresden trail-head after dark.

Waterway use and regulations

Caution: Be aware that water levels and the speed of the current may change dramatically causing dangerous conditions without any advance warning. Use of the waterway is at users' risk. **The Friends of the Outlet, Inc. accepts no liability or responsibility for such waterway or related use.**

Fishing

Fishing is allowed as regulated by NY Department of Environmental Conservation. Catch and release is encouraged. The Friends permit the annual release of trout as managed by NYSDEC

Canoeing, Tubing, Boating

Activities are permitted. Users should wear safety equipment and are responsible for their own safety. **Note** that there are a number of rapids and falls which users should portage around.

Take out at Seneca Mills Falls Parking area, portage around primary fish stocking area between Seneca Mills and Cascade.

Take out before cascade. (Website and Creek signage)

Kayaking

Kayaking is allowed. Paddlers should wear safety gear and are responsible for their own safety. **Note** that there are a number of rapids and falls which users should portage around.

Take out at Seneca Mills Falls Parking area, portage around primary fish stocking area between Seneca Mills and Cascade (Website)

Take out before cascade. (Website and Creek signage)

Land Use and regulations

Hunting

Caution: During the Hunting Season visitors to the Trail are advised to wear bright colored clothing.

Hunting is allowed as regulated by the Department of Environmental Conservation. Safety of other individuals on the Outlet Trail Preservation property is the responsibility of the hunter. The Friends accept no liability or responsibility for any and all types of hunting accidents.

No firearm sighting-in or target practice is allowed at any time.

The erection of permanent tree stands is prohibited.

Portable tree stands may be allowed provided that they do not damage any trees. Cutting, placing nails or screws into, or otherwise damaging trees or other vegetation is prohibited.

Portable tree stands must be tagged with the name, address and phone number of the owner. Stands must be removed by the end of the hunting season.

PICNICKING

Picnicking is permitted in designated areas where picnicking tables are present.

GROUP CAMPING

Permission: All group campers must obtain a camping permit from the President or Vice President of the Board.

Camping permits will not be issued for more than 14 nights but may be renewed depending upon availability of sites.

Permitted location: Group camping is permitted at the Hopeton Campground and on areas yet to be defined near the Visitor's Center (Cascades)

General Camping Regulations

1. Share campsites with others
2. Quiet must be observed between 10 pm. and 7 am.
3. Camp or build fires only in designated areas, fires cannot be left unattended.
4. Firewood cannot be gathered on site except from dead and down trees.
5. Do not cut green wood
6. Purify all water you use
7. Take all litter back home.

Firewood Alert - "Don't Move Firewood"

By transporting firewood, you could be spreading diseases and invasive insects that can quickly kill large numbers of trees. Help stop the spread and obey the [Firewood Regulation](#). If you have questions regarding this regulation, please call this toll-free number: 1-866-640-0652 or e-mail: firewood@dec.ny.gov

Events

No unauthorized commercial operations may be run on the trail.

Organizers of fundraisers and trail events must contact the Friends at least two weeks ahead of time for permission

Seneca Mills Pavilion is available on a first come, first serve basis.

Wedding organizers must contact the Friends at least two weeks ahead of time for permission so the date and time can be posted.

Events with over 10 horses or snowmobiles should contact the Friends at least two weeks ahead of time for permission.

The following rules will be posted at trailheads and parking areas:

Trail Rules

- Carry in. Carry out.
- No alcoholic beverages.
- Be watchful for erosion damage, rapidly rising water, noxious weeds (poison ivy, etc.) ticks and mosquitoes. Call 911 in an emergency.
- Stay on the trail. Respect private property. Do not enter historic buildings along the trail.
- No unauthorized motor vehicles. Authorized vehicles must display a K.O.T permit at all times.
- Report any vandalism and inappropriate behavior to: Yates County Sheriff's Department at 315-536-4438.
- No unauthorized commercial operations allowed.