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Friends of Pheasant Branch Conservancy, Inc. Procedure on Storage Area and Stored Assets Use and Management

Revision – October 2021

1. Purpose: This Procedure describes the procedures of FOPBC with respect to storage areas, stored assets, 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 Treasurer 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 for document and asset management and operational roles of the several committees. Specifically, all Committee Chairs who use any of the storage facilities for documents or other assets shall be responsible for the following activities either directly or by delegation to others:

1. Advising the Treasurer of any changes in the availability, management, or use of storage areas.
2. Maintaining a current general description of contents in such storage areas and documenting anything valued at \$100.00 or more; and keeping the most current (i.e., the "controlled") copy of the inventory in the permanent documents on the electronic document repository used by FOPBC (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 shall be stored properly and only in conformance with laws, regulations, lease/rental agreements and good practice.

3. Material Storage 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 FOPBC Policy on Records Management.

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

1. Purpose: Storage of Chemicals and Hazardous Materials
2. Responsible Party and Intended Users: Dane County Land Manager and designees.
3. Location: Admin/Garage Building in Mendota County Park, 5133 CTH-M, just east of junction with CTH-Q
4. Key/Security Access: Determined by Dane County
5. Cost and Payment Method: No charge - this is provided by the County to support friends' groups.

3.2 Laura Lane Rental Storage locker Unit:

1. Purpose: Frequent-access storage. Note that the unit is not controlled for temperature or humidity and may not be appropriate for long-term storage of documents or other assets that are subject to mold or moisture-related damage.
2. Intended Users: Education, D&M and A&U Committees
3. Responsible Party: Designated representatives from each committee that uses the unit.
4. Location: 3103 Laura Lane, Unit #24, Middleton, WI



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5. Security Access: FOPBC members with the current padlock code are *Education Committee Chair and Education Assistant, Development and Marketing Chair and A&U Chair.*

3.3 R&M Storage area: - Trailer at the Homestead Site.

1. Purpose: Storage of tools and other material used in prairie restoration
2. Intended Users: Routine use by Land Manager and Work Groups
3. Security Access: Lock
4. Responsible Party: R&M Chairs with Land Manager.

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: Watershed Committee Chair or designee
4. Key/Security Access: contact owner
5. Cost and Payment Method: No charge - provided as a donation to FOPB

3.5 Education Activities Storage – Education Committee Chair or designee

- a. Portable microphones and headsets

4.0 Document Storage

1. Purpose: Long-term storage of paper copies of minutes and proceedings of Committees should be in Dropbox as part of Committee reports at Board meetings. Other paper copies can be destroyed.
2. Archives storage at MCPSD Facility Services File Cabinet. Location: 2130 Pinhurst Dr. Contains archives of Friends of Pheasant Branch Conservancy Business Activities from 1995 – 2014. Access during school district business hours.
- 3 Dropbox Electronic Storage – Archived documents of Friends activities from 2018 – present. Per the Document Management Policy, the Board Secretary and Administrative Assistant are responsible for the structure and management of Dropbox and/or other electronic documents storage.

5.0 Version History

- ☐ Approved by Board of Directors on October 18, 2021
- ☐ Next review should occur by Oct. 12, 2024, if this document has not been reviewed/revised before then

Related documents:

- ☐ FOPBC Document Management Policy
- ☐ Controlled versions of Storage area Inventories in Dropbox



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