



Policy and Procedure

List of Proposed Policy and Procedures

Policy	Date policy first proposed	Priority	Person(s) working on Policy
Confidentiality Agreement	11/13/04	1	Cochran to BoD 12/4/04
Financial Policy (Check Signing, Cash Disbursement) Budget, Expenditures, Discretionary Funds, Capital Expenditures		2	
Credit Card Policy		2	
Expense/Personal Expense Policy		2	
Endowment Policy		2	
Investment Policy (Motion 39-5/2000)	5-13-2000	2	
Borrowing		2	
Audit Policy		2	
Contracts		2A	
Contracting Requirements and Procedures		2A	
Materials and Services Procurement		2A	
Insurance Policy		3	
Media Policy (PIO Public Information Officer)		4	
Tool Rental Policy (Motion # 01-06-07)	7-7-01	5	Director Cochran, Stiles
Off Site movement of Equipment	7-7-01	5	
Use of FRRS equipment by others	7-7-01	5	
Rolling Stock & Locomotives (Motion 11-96-01)	11-17-96		
Use of Museum or FRRS Property by Others	12-9-2000	5	
Use of Portola Railroad Museum Shops and Property		5 See Ethics Policy ?	
Use of FRRS Vehicles (All)		5	

Policy	Date policy first proposed	Priority	Person(s) working on Policy
Collection Management		6	A & D + Mission Statement
A & D Committee Policy (Motion # 02-98-08)	2-28-98	6	
Advertising		7 Start Revisions 12/03	Brehm (DRAFT 2/7/04)
Publication Policy (Ref: Advertising policy)		7	
Delegation of Authority			
Accountability (Directors, Officers, Dept. Heads, Members)			
Travel Policy			
Membership	11-13-04		
Gift Acceptance Policy			
Personnel Policies (Personnel Handbook)			
Property Management			
Name and Identity			
Political Contributions			
Mail Policy (Original 2-28-98) Motion 02-98-07	10-6-01		
Sexual Harassment Policy			
Motion Policy (Board Meetings) need to rescind old motion	7-7-01		Director Vicknair
Polling Policy (Board members) Motion @ 12-96-07	12-15-96		
Written Reports (Dept. Heads, Committee Chair) Motion # 12-96-04,	12-15-96		
SP 1215 Resolution (Motion # 11-96-11) Steam Program	11-17-96		