

## General Superintendent's Report

Kerry Cochran

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For this month I am combining the General Superintendents report and the Historical/Archive department report into this one report.

To start off, I hope that everyone is getting ready to attend the 2018 Convention in Salt Lake City.

Eugene has been hard at work trying to get everything lined up for this event. Information and Registration is now available on the FRRS website. Paul our webmaster has posted the information to the site and you can go there and view and make your reservations.

[http://wplives.org/news\\_items/2018\\_convention.html](http://wplives.org/news_items/2018_convention.html)

In other news, it is my understanding the Headlight # 50 has been sent to the printer and should be out in a few weeks.

I would like to make a request to all members, please take the time to submit articles for the Headlight, we are very, very short on written materials for the Headlight and need more Photos, Articles and Authors to help us get this publication back on-track.

Should there be any questions on the Headlight and submission of articles, please contact me.

I have been busy in the off season in creating position description for all the volunteer positions within the museum. Some may ask "Why", the simple answer is, and when a volunteer wants to volunteer for a position at the museum or on the staff, the position description will give them a list of tasks and a general amount of time it takes to perform the work within the position.

These position description will go along with the new volunteer manual that should be ready for the 2018 season starting the week of crew training.

This along with an emphasis on Safety will be an on-going theme for this year. While we have always covered Safety in crew training, we will improve on Safety training with the general volunteer pool of members this year.

Also to go along with Safety, I am currently working on getting a Safety Committee up and running to address several areas that have been brought to the museum's attention over the last couple of years.

Should you have any interest in the safety committee, please contact me.

A new Sleeper Reservation process and procedure is now on the society's website,

[http://wplives.org/museum\\_forms\\_and\\_documents.html](http://wplives.org/museum_forms_and_documents.html)

Click on the Sleeper Reservation process and procedure toward the bottom of the page.

For those of you that may be interested, we have a "Working Group Meeting" that involves four of the museums staff members, that covers things like the operating rules, entrance to service book, and general museum issues that normally cannot be covered during the operating season.

The members of this group: Kenneth Finnegan, Paul Finnegan, Loren Ross and Kerry Cochran have been meeting over the past few months to put the finishing touches on the revised Entrance to Service book for the operating department. (one of the original members Rick Gruninger, has since retired)

Started two years ago this group has advanced several topics to the attention of the Operating Department, the Board of Directors and several members that cover various items that have been a concern over the years. The idea is that this core group of individuals can get these topics brought to the right people in the museum organization and get them resolved for the Best Practices and use within the museum.

If there are any questions about this group and its work, please contact me.

For those of you that are available, there is a "Get Ready for Opening Work Party" on March 24<sup>th</sup> and 25<sup>th</sup>. Please let Eugene Vicknair know if you plan to attend so that he may count you in for the Volunteer Breakfast at 9 AM on the 24<sup>th</sup>.

Those members in the Operating Department, Don't forget about Crew Training on May the 5<sup>th</sup> starting at 10 AM. With Operating Season starting on May the 26<sup>th</sup>.

"As always, there as so many volunteers that help around the museum all the time and I would be remised if I did not say thank you to all of you. I may have missed some specifically by name, however all of your help is greatly appreciated".

At any time should you have any questions, please feel free to contact me, I may not have an answer right away, however I will get one for you.

Kerry Cochran  
Director, General Superintendent