

**POLICIES AND PROCEDURES MANUAL**  
Approved by the Board of Directors July 25, 2023

The purpose of the *Policies and Procedures Manual* for the Friends of the Outlet, Inc. (FOTO) 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 FOTO can be found on the Friends' website [www.keukaoutlettrail.org](http://www.keukaoutlettrail.org). This *Policies and Procedures Manual* is intended to augment and clarify topics included in the Strategic Plan and Bylaws 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.

**I. INTERNAL MANAGEMENT POLICIES AND PROCEDURES LAND TRUST STANDARDS AND PRACTICES**

Policy: The FOTO 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.

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

**NATURAL ASSETS MANAGEMENT**

Policy: As a land steward, the FOTO 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 (<https://www.dec.ny.gov/>) 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 FOTO Board of Directors must have a minimum of nine (9) members, but no more than fifteen (15). The current board of Directors has twelve (12) members and a quorum of seven (7) Directors is necessary to transact the business of the Organization.

### **MAIL**

**Policy:** The Official mailing address for the FOTO will be the PO Box 65, Dresden NY 14441. Mail may be forwarded from the Dresden PO Box to the President of the FOTO, or in his/her absence the Vice President of the FOTO, or to another officer of the Board of Directors as directed by the current president.

**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 FOTO. The FOTO treasurer, president and secretary will have access to the mailbox and all mail within it may be checked and inventoried.

### **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, or other member of the Board of Directors as designated by a majority Board vote. 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.

A financial statement should be produced on a quarterly basis (as a minimum) by the treasurer showing all revenue and expenses by committee/department. Every 2-4 years an audit should be conducted by an outside source to determine the efficiency of financial matters.

**Procedures:** The Treasurer and President will implement this policy at the bank where the various checking and savings accounts 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.

## **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.

## **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. Procedures: As outlined in the policy.

## **INSURANCE**

Policy: The FOTO 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.

Note: Currently, Insurance for the Friends is provided by:

Ms. Nawal A. Nassar, [nnaser@alliant.com](mailto: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](http://www.alliant.com)

## **MEMBERSHIP YEAR**

Policy: The cost of membership to the FOTO is established by the Board of Directors. Current membership levels are: \$20 per Individual, \$40 per Family, \$100 for a Booster member, and \$10 for a Pet Patron.

Procedures: Using Constant Contact, a digital email, data and marketing platform, the members of FOTO will be solicited for annual membership renewal during the anniversary month of their original sign-up.

## **BRUCE HANSEN MEMORIAL FUND**

The Bruce Hansen Memorial Fund was established in 2000 for the benefit of FOTO. 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 FOTO Balance Sheet, but are not directly accessible for and or by The FOTO. Any use of these funds must be requested by the Board of Directors of FOTO 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 extraordinary or special projects.

## **MAINTENANCE**

Policy: The FOTO will maintain the Outlet Trail and Preservation Area throughout the year. A Maintenance Team of volunteers will upkeep the Keuka Outlet Trail, including but not limited to trail mowing; trash removal from picnic areas, parking areas, the Hopeton Campground; removal of any unsafe trees; trail and bridge repair; helping to ensure the safety of historic buildings and/or relics; overseeing that the porta-potty rental service is satisfactory; and others assignments as deemed necessary by the FOTO Board.

Procedures: A committee of three FOTO Board members appointed by the Board will work with three members of the Maintenance Team as a task force assigned to review new initiatives, challenges and opportunities that will help FOTO achieve its overall mission. Together, the Maintenance Team and Task Force may request appropriate funding from the Board to support maintenance activities, including the use of outside contractors for specific objectives. The chair of the Maintenance Team or a member of the Task Force must report at the monthly FOTO Board meetings on activities and issues including ideas for any new initiatives.

As the FOTO Board is the responsible governing body of the Keuka Outlet Trail, the Maintenance Team must abide by the decisions and policies instituted by the FOTO Board of Directors. If a member of the Maintenance Team chooses not to follow FOTO Board

policies, this volunteer may be asked to leave the Maintenance Team with a majority vote of the FOTO Board of Directors.

Note: The Maintenance Team generally meets on the last Wednesday of the Month at the Penn Yan Fire Station on Elm Street. All members of the Board of Directors are welcome to attend, and members of the Maintenance Team are encouraged to attend the monthly Board of Directors meetings.

## **SECURITY**

Policy: Maintaining the safety of the Outlet Trail and Preservation Area is an important priority of the FOTO. 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 ensure 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 FOTO Board or Maintenance Team.

## **EMERGENCIES**

Policy: Any emergencies should be handled 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 ensure 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.

## **MANAGEMENT OF VOLUNTEERS**

Policy: The FOTO encourages the involvement of volunteers in maintaining and improving the Outlet Trail and Preservation Area, participating in fundraising, 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.

## **II. COMMUNICATION POLICIES AND PROCEDURES**

### **CALENDAR OF ACTIVITIES/EVENTS**

Policy: The Friends will make its Calendar of Activities and Events known through its website, newsletter, signage, and other communication avenues on a regular basis.

Procedures: The Vice President of the FOTO will, at the beginning of each calendar year, produce a calendar of activities and events. The calendar should include all meeting dates, board member nominations, and annual events, such as Celebrate Cascade. The Vice President will revise and update the Calendar throughout the year as needed.

### **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 FOTO..

Procedures: If a member of the Board wishes to have the FOTO 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.

### **WEBSITE MAINTENANCE AND DEVELOPMENT**

Policy: The FOTO maintains a current and up-to-date website [www.keukaoutlettrail.org](http://www.keukaoutlettrail.org) 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 FOTO membership and events.

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 social media sites such as Facebook, Instagram, etc. Suggestions and potential content from visitors, users of the website, and Board and Maintenance Team members will also be requested on a regular basis.

### **III. 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 ByLaws of the FOTO.

**Procedures:** The FOTO 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 1 is the most recent *Outlet Trail and Area Use Regulations*.

#### **APPENDIX 1**

##### **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 FOTO. For additional information about the FOTO, 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 FOTO. 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 FOTO. At all other times, persons on the trail are trespassing on private property and may be prosecuted. Overnight camping is allowed only in the Hopeton Campground to registered users on a first-come, first-served basis. Registration is available online and at the Hopeton Campground. See further information below.

## **Amenities**

There is no drinking water available on the Trail. Trail users must supply their drinking water. Porta-potty toilets are available at various locations along the Trail. Users may need to supply their own toilet paper and hand sanitizer, and are asked to report a porta-potty problem if they discover one is in need of service.

The Hopeton Campground is also available for overnight camping. All campers must complete a registration form and follow the Hopeton Campground Rules listed in below.

## **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 all dog waste is the responsibility of the dog owner.

## **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 FOTO

## **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 FOTO

### **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 on the trail without special permit and permission from the Board of Directors.

### **Swimming**

Swimming is not permitted.



## TRAIL ACTIVITIES AND USES

Activities such as:

- Hiking
- Horseback riding
- Running
- Snowmobiling
- Bicycling (E-biking is restricted to pedal assist, and must not exceed speeds of 20MPH)

### **Dogs & Animal Waste**

Off-leash dogs must be under control at all times, otherwise dogs must be kept on leash. All dog waste must be picked up and carried out of the Keuka Outlet Trail and Preservation Area by the dog owner. This is not only an act of courtesy but also preserves water quality, enhances safe fishing, picnicking, and other activities in or near the water. Unlike horses and other plant eaters, dogs have a high-protein diet making their waste acidic, high in nitrogen, and likely to contain germs that cause disease. It is not fertilizer, but damages plant life. In addition, dog defecation makes its way into the nearby waterways which contributes to hazardous algal blooms in Seneca Lake, and leads to Salmonella and E. coli. Plastic bags for dog defecation are the responsibility of the dog owner and must be carried off the Trail or deposited in one of the trash receptacles.

### **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 equipment 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 FOTO accepts no liability or responsibility for such waterway or related use.**

### **Fishing**

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

## **Canoeing, Tubing, Boating, Kayaking**

Water activities are permitted. Users should wear safety equipment and are responsible for their own safety. **Note:** There are a number of rapids and falls which users must 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. (Note 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.

## **HOPETON CAMPGROUND**

**Permission:** The Hopeton Campgrounds is currently available on a first-come, first-served basis for a maximum of five nights per year. All campers must review and sign the Hopeton Campground Registration Form and post their signed registration form in the designated sign carrier located at each site. Registration forms are available at the Campground, and also on the FOTO website at [www.keukaoutlettrail.org/campground](http://www.keukaoutlettrail.org/campground). There are currently (4) sites available; 3 tents sites and (1) lean-to site. Maximum campground capacity is 32 people.

**Cost:** There is no specific fee for using Hopeton Campground, but users are strongly encouraged to make a market-value donation to the nonprofit organization and/or become members in good standing.

## **Campground Rules:**

1. Before tent or site set-up, all campers must completely fill out two copies of the waiver form available at the campground sign-in kiosk. Deposit one copy into the sign-in kiosk slot & the other copy must be displayed in the plastic, picnic table sleeve throughout your stay.
2. Maximum stay is 5 days. One stay per year.
3. Quiet hours are 10:00 PM to 8 AM
4. Maximum of (8) people per site.
5. Maximum of (2) tents and (1) vehicle is allowed at each site. Overflow car parking is available at the Hopeton Parking lot (at the top of the entrance road).
6. Registered campers must be 18 years or older.
7. Fires only permitted within fire rings. Fires should never be left unattended and must be extinguished at night.
8. Campfire wood must be locally sourced from within a 50-mile radius. No gathering or cutting wood on premise.
9. No generators and no RVs permitted.
10. Dogs must be controlled and kept on leashes or confined within the campsite at all times. They should also be kept quiet and all dog waste must be removed from the campground area.
11. One car per site is allowed. Any additional vehicles must be parked in the overflow area adjacent to the camping loop. Please park only in these designated areas. Do not block the roadways.
12. Removal of any vegetation, plant life, flowers, etc. is prohibited.
13. No fireworks allowed or discharged. No flying paper ("Chinese") lanterns.
14. Trash is carry in carry out, no dumping
15. Alcohol is prohibited.
16. Leave no trace of your visit.
17. All visitors to Hopeton Campground should consider becoming a member or making a charitable donation to the Friends of the Outlet.
18. In case of an emergency, please contact the Yates County Sheriff Department by calling 911.

## **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](mailto: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 and Cascade Pavilions are available to rent with advance online reservations. Without online reservations, these picnic facilities are then available on a first-come first-serve basis. See Appendix 3 for detailed Pavilion Reservation information.

- 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. Leave no trace.
- 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.

## **APPENDIX 2**

### **Keuka Outlet Trail Pavilion User Rules & Guidelines**

- Cascade Pavilion Approximate GPS Coordinates: 42.664281,-76.984925
- Seneca (Bruce Hanson) Pavilion Approximate GPS Coordinates: 42.660534,-77.005041

1. Occupancy Limits: ***Cascade Pavilion:*** over 200 but not to exceed 500 total people (including guests and staff or vendors) ***Seneca Pavilion:*** 50 total people (including guests and staff or vendors)
2. All events are carry in/carry out. Recycling, off-site composting and avoiding single-use plastic is strongly encouraged. For large events, the FOTO dumpster could be made available upon request for an additional fee.
3. Rental and Service Fees:

*Unreserved Usage:* Both pavilions are open daily for small, unscheduled gatherings for individual and family use. These can be birthday parties, anniversaries, reunions, etc. The pavilions are available on a first-come, first-served basis when no prior reservations have been secured or posted at the Pavilion. No fee is charged, but a donation to the Friends of the Outlet Trail is appreciated.

**Reservation Fees for Scheduled Coordinated Events at either pavilion:**

<b>Size of Reserved Event</b>	<b>Non Member Cost</b>	<b>Cost for Current Friends of the Outlet Members (in good standing)</b>
Under 50 people	\$50	\$25
Under 200 people	\$250	\$200
More than 200 people	\$500	\$400

All Reserved events or gatherings must be secured a minimum of 7 days in advance, and larger events over 200 people require a minimum 30-day reservation. Full payment is required when submitting the reservation.

Once a reservation is secured, the event’s coordinator will receive an emailed Reservation Certificate from FOTO which must be posted and secured by the event coordinator at the scheduled pavilion 24 to 48 hours before the event in the designated reservation information posting frame.

4. Alcohol Restrictions: Alcohol is not allowed on the Keuka Outlet Trail but can be served and consumed in either pavilion with proper proof of liability insurance that lists the Friends of the Outlet as additional insured. Proper proof of insurance must be provided to Friends of the Outlet prior to the event.
5. Proof of insurance is also required for all reserved, non-alcoholic events.
6. Parking must remain in designated areas as specified by the FOTO representative.
7. Keuka Outlet Trail must remain open to the public during all events.
8. No open fires unless in designated areas (cooking pits/grills).
9. No fireworks or Flying Paper (“Chinese”) Lanterns
10. It is the responsibility of the event coordinator to provide adequate port-a-potties for larger events, as deemed by FOTO a representative.

11. Reservations must establish an “event coordinator” with complete contact information and must be prepared to pay the full rental fee in advance of the event to hold the specific date and time. The event coordinator will receive a Reservation Certificate which must be posted at the respective Pavilion 24-48 hours prior to the event by the event coordinator. (CANCELLATION AND REFUND POLICY?)
12. For further information or make an online reservation please go to: [www.keukaoutlettrail.org/book-online](http://www.keukaoutlettrail.org/book-online)