

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
December 18, 2012

Committee Present: Nadia Rajs, Larry Richardson, Harold Roeder, Jr., Jack Niflot, Pat Jeffer, Fred Peckham
Committee Absent: None
NPS Partner: Sean McGuinness
Staff: Laurie Ramie, Cindy Odell, Travis O'Dell
Guests: Andy Boyar, Al Henry

The UDC's Operations Committee held its monthly meeting on Tuesday, December 18, 2012 at the Council office in Narrowsburg, NY. Chairperson Nadia Rajs called the meeting to order at 6:30 p.m.

Approval of November 27 Meeting Minutes: A motion by Richardson seconded by Peckham to approve the November 27 meeting minutes was carried. There was no public comment on the agenda.

Executive Director's Report and UDC Calendar: Ramie reported that the new conference table has been assembled and is in what was formerly Bill Douglass' office. She looks forward to using that space as a mini conference room for smaller groups, such as the Personnel Subcommittee, to meet. Work does still continue going through boxes and files, she added.

Ramie referred to her written report. She noted that the UDC's October advance request for funding has still not been paid. Repeated inquiries through the AOC hotline have not yielded any answers. Ramie attempted to draw down December's funding through the U.S. Treasury's Automated Standard Application for Payments (ASAP) on December 18th and found out that all that was available in the account was less than \$4,000. McGuinness said the fact that the money is not there is not unique to the Upper Delaware Council; this is happening all over the country to anyone who relies on this system. Rajs asked Ramie if there is enough money to pay the bills. Ramie said yes. McGuinness said that he and his staff are working with the Park Service regional office to get the funding issue straightened out. Henry asked if staff is still receiving paychecks. Ramie said yes and will continue as long as there is money in the Council's checking account. Henry suggested Ramie call the Regional Director directly to advise him of this issue. Rajs agreed that after the holidays, if there is still no resolution, a call should be made to the regional office. McGuinness said the regional office is fielding many calls, as this glitch in the system is affecting others also. He added that Administrative Officer Karen Henry will follow up next week.

Ramie said that she compiled a list of FY 2012 budget modifications and itemized expenditures from surplus funds at the end of the fiscal year to transmit to Dick Eckersley on Nov. 30 for his completion of the audit report, and provided a letter authorizing him to proceed with finalization of the IRS 990 form that will require the chairperson's signature. A draft resolution engaging Eckersley and Ostrowski, LLP for the FY 2013 audit had been prepared for advance review by the Operations Committee, following confirmation from Eckersley that the N.Y.S. Bureau of Charitable Organizations requires all organizations with annual revenue over \$250,000 to conduct a full audit. The Commonwealth of Pennsylvania revenue threshold is \$300,000 to \$500,000 while the federal government's amount is \$1 million.

Ramie noted that a second draft to the UDC's February 6, 1992 bylaws was prepared on Nov. 29 and sent with a cover memo to all representatives and alternates for review. Two board members provided additional, suggested edits which she summarized and circulated on December 17th for Draft 3 consideration. Ramie asked members if they felt the attorney needed to look at the changes again. Boyar said because the changes were not substantive, he does not feel that is necessary. A vote to adopt the revised bylaws will be on the Jan. 3 UDC meeting agenda.

Ramie provided an update on our unemployment insurance claim and reported that she closed the UDC's safe deposit box at the Bank of America on December 11th. The two documents that were in the box are now in the UDC's administrative files and Ramie said that if the need arises in the future, a box can be opened at that time.

A brief discussion about Section 5 of Article VIII of the revised Bylaws took place. Roeder asked for clarification of "Service as an officer shall be specific to the individual representative elected by the Council rather than specific to the town or township member government holding that position." Richardson explained that we do not elect the member town or township, we elect the individual.

Ramie noted that the newsletter contract will be discussed under new business given that we did receive clarification on the technology upgrade by the low bidder and current vendor.

Ramie reported that the FY 2012 Annual Report is available and has been distributed electronically. Two news releases were prepared this month. She referenced the ideas to date for acknowledging the UDC's 25th Anniversary in 2013 and told members she would welcome their input as well.

Ramie highlighted grants administration. She said she received a reply on Dec. 5th from Sheri Mazurek of NYS DEC that she is looking into the status of reimbursement of UDC NYS Grant TM09050. Requests were submitted by the UDC on June 25th for the Town of Fremont and on August 3 for the Towns of Tusten, Highland, and Delaware. Ramie said she received a call today from Fremont Supervisor George Conklin inquiring about the money. Ramie told Conklin that she has inquired, but we are at the state's mercy on when that's disbursed. She said that once the money is received, it will be disbursed to the towns and she will do a press release announcing what was accomplished through that Senator Bonacic grant.

Ramie referenced the list of Scenic Byway activities and announced that the recording and corresponding secretary position was offered to and accepted by an individual. This person will start in January and relieve Ramie of some of her Byway duties. Ramie expects a transition time, but said it will be helpful.

Ramie said any of the documents produced by her as listed on her report are available upon request. She noted the January 2013 calendar of upcoming meetings, deadlines and activities was provided in members' packets.

McGuinness asked Ramie if she could provide him with a written scenario of the UDC's monthly expenditures and an estimate of when the Council's account might be exhausted. He said that information may be helpful when he inquires about the UDC's funding.

Old Business: None

New Business

Draft Resolution 2013-01: Award Printing of "The Upper Delaware": A motion to forward this resolution to the full Council was made by Roeder, seconded by Peckham and carried unanimously.

Draft Resolution 2013-02: Authorizing Agreement with Eckersley and Ostrowski for Audit/Accounting Services, FY 2013: A motion to forward this resolution to the full Council was made by Roeder, seconded by Peckham and carried unanimously.

Draft Resolution 2013-03: Authorizing Annual Signature of Corporate Resolution and Bank Cards: A motion to forward this resolution to the full Council was made by Roeder, seconded by Peckham and carried unanimously.

Summary of Pending Bills 12-18-12: The committee was provided with an abstract of bills dated December 18 to review. A motion by Richardson seconded by Jeffer to pay the bills listed on the abstract was carried unanimously. Financial Statements as of November 30, 2012 were provided for individual review.

Other: None

Public Comment: None

Adjournment: A motion by Roeder, seconded by Richardson to adjourn the meeting at 6:57 p.m. was carried unanimously.