

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
March 27, 2012

Committee Present: Nadia Rajsz, Larry Richardson, Harold Roeder, Jr., Jack Niflot, Fred Peckham,
George J. Fluhr
Committee Absent: None
NPS Partner: Sean McGuinness (6:55 p.m.)
Staff: Laurie Ramie, Dave Soete, Cindy Odell
Guests: Debra Conway (7:01 p.m.)

The UDC's Operations Committee held its monthly meeting on March 27, 2012 at the Council office in Narrowsburg, NY. Chairperson Rajsz called the meeting to order at 6:31 p.m.

Approval of January 24 Meeting Minutes: A motion by Roeder seconded by Niflot to approve the February 28 meeting minutes was carried. There was no public comment on the agenda.

Public Relations/Fundraising Specialist's Report: Ramie reported that the Spring/Summer edition of the *Upper Delaware* newsletter was due to the printer by March 16th. She noted that from March 2nd until March 15th she spent 48 hours on layout, writing, proofing, and final edits. The newsletter is expected to be out on April 2nd. Ramie said that Odell has taken over maintenance of the newsletter database and that it was sent for the mailing labels on March 23rd. The next issue, Fall/Winter 2012, will be due on September 14 for the anticipated October 1st release.

Ramie said that much time was spent on preparations for the March 24th River Management Plan Workshop that was co-hosted with the National Park Service. She reported there were 43 participants at Saturday's workshop. She has heard positive feedback about the day. Members agreed it was a good day and Richardson told Ramie he really liked her presentation about "Facts and Fables". Roeder suggested incorporating Fluhr's message about the history on-line. He feels it is important for people to learn the history of the Upper Delaware Council. Ramie said Fluhr was asked to provide staff with an electronic copy of his speech, Soete converted it over and she is planning on doing a press release on the day to which it will be attached on-line. Rajsz feels it would be very beneficial to the local towns and townships if the workshop could be taken "on the road." Richardson said it is the only way to get in front of the boards. Roeder agreed we need to reach the people who deal with the zoning and planning issues. Discussion took place about the representation of Buckingham Township at the meeting. Fluhr said it will be a challenge to condense the workshop enough to be able to present it before board meetings. Richardson said the key needs to be informing board members what types of projects they need to be advising the Council of, the procedure for doing so, and what can they expect from the Council. Richardson feels that local town and township boards may have the time now for such a workshop as there is not a lot of activity going on.

Ramie noted that the next big event will be the UDC Awards Ceremony on April 22nd. She said staff followed up on the idea of sponsorship, for which this year's theme is "Ride the Delaware." Out of the twelve liveries that were approached, three responded with yes. Peckham asked which liveries were interested. Ramie replied Kittatinny Canoes, Cedar Rapids Outfitters, and Northeast Wilderness Experience. The \$125 contributions from the sponsors will be used to offset some of the expenses of the banquet which include the comps for winners and costs for the plaques. Richardson was happy with the response and feels that if this year's sponsors receive good publicity, then there will be a better response next year. Ramie said that sponsors have the option of staffing an exhibit the day of the ceremony if they choose. Ramie noted that Congresswoman Nan Hayworth will be the keynote speaker at the event and a news release about that was released on March 8th. The next press release to go out will be announcing the winners. Ramie said they have been selected by the Awards Subcommittee and a listing of the recipients was provided to members in their packets. Ramie said there is a whole series of preparations that need to take place between now and April 22nd.

Ramie reported there is one active state grant left for UDC NY towns that she is administering. Ramie issued a memo on March 16th reminding the Towns of Delaware, Fremont, Highland, and Tusten that they must complete their projects and submit documentation by August 1st in order to process reimbursement requests. The grant offering \$3,125 each will expire August 15th. Ramie felt it was

especially important to notify them as three of the four towns have new supervisors who may not be aware of the projects that began under the previous administration.

Acting Executive Director's Report: Ramie reported that Odell has been working to clean old paperwork from the Council office. In the future the front office could be used for a mini-conference room or to meet other staffing needs. The reception area where the brochures are kept has been re-organized with multiple brochure holders in order to get paperwork off the radiators. A recycling program has been initiated in the office. Odell collects and bundles the recyclable materials for the bi-weekly cleaning crew to take with our garbage.

Ramie noted the FY 2013 planning schedule according to the Park Service. May will be the key month to get our budget and work plans together. Ramie reported that staff members were enrolled in the MVP Health Care plan effective 12/1/11 to take advantage of savings after the previous carrier announced that it would be dropping its EPO plan on 4/1/12. Richardson suggested that once the draft budget is started to be worked on, check with broker Nancy Yoder to see what the industry is projecting for health insurance costs for next year.

Ramie said the Council needs to keep in mind that we have a five-year plan that expires at the end of this fiscal year, September 30. We will need to decide how we are going to address this issue. A retreat was held the last time the five-year plan was due. Ramie asked members to think about if they want the same thing to happen or if they want staff to work on the plan in-house and present them with drafts. She said the plan could be approached any way they choose. She added the money required for a retreat or some similar program could come out of the educational programs budget line, which has a balance following the River Management Plan (RMP) Workshop. Discussion about the last five-year plan retreat held at the Council office took place.

Ramie reported that for the RMP workshop, the UDC took on the lunch and honoraria expenses, and the Park Service did all the copies, mailings, put together the packets that were handed out, and provided the equipment that was used. The breakdown of expenses was listed in Ramie's report and she noted that she will be sending out thank you letters to all of the presenters for their participation.

In response to a question, Ramie said the Five-Year Plan is required by the UDC's Cooperative Agreement with the Park Service. Fluhr suggested doing an analysis to see how much time should be spent on the plan. He recalls many staff hours and some council member hours being devoted to it in the past. Fluhr wonders if maybe the style of the plan should be changed to make it more useful. Ramie said that is why we are opening it up for discussion.

Ramie also highlighted financial issues from her written report provided in members' packets.

New Business

Draft Resolution 2012-03: Adopting a Policy for Credit Card Use (Revised): Ramie said the reason this is on the agenda again is because the March UDC meeting was cancelled and Fluhr subsequently brought to staff's attention that the original resolution wording "on-line business related expenditures" was too limiting. He questioned if we would need the credit card for other types of purchases. Ramie said that purchases will still have to be pre-approved and she will still have custody of the cards. Richardson said that because this resolution had already been approved by this committee there would have to be a motion to vacate it and then a separate motion to approve forwarding the revised resolution to the full Council. A motion to vacate the original Resolution 2012-03 was made by Peckham, seconded by Roeder and carried unanimously. A motion to approve the revised Resolution 2012-03 was made by Richardson, seconded by Peckham and carried unanimously.

Richardson questioned if there will be a separate accounting of credit card expenditures. Ramie said it will show up on the abstract of bills as Cardmember Services, however, she wonders if the bookkeeper should rename it the Jeff Bank Visa. A description of purchases will be provided. Ramie also advises the bookkeeper what budget line to allocate expenses to and receipts are given to him.

Summary of Pending Bills 3-27-12/Financial Statements: Ramie noted that the bills include the payment for the newsletter and mailing in advance. A motion to approve the bills as listed on the abstract was made by Richardson, seconded by Fluhr and carried unanimously. Financial Statements as of February 29, 2012 were provided for individual review. Peckham questioned what the line Cash Brochure Donations was for. Ramie explained that when the update of the map and guide brochure has been done, businesses have been

asked if they want to make a voluntary contribution so a separate account was opened up for that. She noted that an update has not been done since 2008. Rajszy asked if this money goes to offset the cost of the brochures. Ramie said it does.

External Meetings and/or Travel Requests: Ramie referenced her calendar of upcoming meetings provided in members' packets. She asked Soete if he would be attending the April 9th Town of Lumberland Zoning Law public hearing. He is not sure at this point. Rajszy said there were many changes made to the draft and that the updated version could be accessed on-line. Ramie noted PA DEP on-line sessions on Act 13 on April 3, 10, and 17. She said Soete will be signing up for the sessions on the 3rd and the 10th, but that he has a conflict on the 17th. April 12th is the quarterly meeting of the Common Waters group of which Ramie is a member and she will be attending that meeting to be held in Milford. April 17th through the 20th is the Park Service's Outstanding Remarkable Values workshop. Soete will be attending on the Council's behalf. McGuinness said the workshop will be held at the Best Western in Matamoras, PA. The UDC's Awards Ceremony will be held at the Carriage House in Barryville, NY on April 22nd. The D&H Transportation Heritage Council quarterly meeting will be held on April 25th in Carbondale, PA. Ramie noted that UDC staff carpools with Park Service personnel when possible. A motion to authorize required travel was made by Richardson, seconded by Fluhr and carried.

Other: Rajszy said that she was contacted by Congressman Gibson. Our area will be his new district if he gets re-elected. Discussion about New York's Congressional re-districting took place. It was noted that Congressman Gibson's district will be quite large as a result of the re-districting. Rajszy said he is doing a survey on broadband usage and the lack of broadband availability. There will be a conference on it in mid-April in Catskill, NY. Rajszy feels it is important to reach out to Gibson and let him know who the UDC is. She questioned if the committee wanted to send him a letter. Roeder suggested waiting. Rajszy said that if she is available and has the time, she will be attending the broadband conference to be held in Catskill next month and will share the details on it for anyone interested.

Richardson said that he was approached by an individual after the RMP workshop who is a resident of a non-participating town. He wondered if he could participate in committee meeting discussions without a vote. Ramie noted that in the past the WU/RM committee had advisory members, but they have not been active in quite a few years. After some discussion, Richardson asked if staff could look into the possibility of this individual participating on the WU/RM committee.

Old Business

Proposed UDC Bylaw Changes: Richardson asked that members take the time to review the proposed changes from 1994. He feels that the committee should act on them, because some of the issues contained have come up just this year. He said there is nothing in the proposed changes that is not pertinent today. Review of some of the proposed changes took place. Peckham questioned what is required for a change of the bylaws. Ramie said that on the cover letter of the proposed changes, it states, "Each member shall be notified in writing of any proposed bylaw amendments at least one month prior to the meeting at which a vote will be taken on such amendment". Rajszy said the committee will discuss the proposed changes next month, and then take any necessary actions after that.

Other: None

Public Comment: None

A motion to go into executive session for legal discussion and personnel issues at 7:27 p.m. was made by Peckham and seconded by Richardson.

A motion to come out of executive session at 8:14 p.m. was made by Peckham and seconded by Richardson, with no action taken.

Adjournment: A motion by Peckham, seconded by Roeder to adjourn the meeting at 8:14 p.m. was carried unanimously.