

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**July 27, 2010**

Committee Members Present: Roeder, Niflot, Rando, Richardson, Rajsz  
NPS Partner: C. Hahn  
Staff: Douglass, Soete, Coney, Ramie  
Guests: F. Peckham, D. Keesler

The monthly meeting of the UDC's Operations Committee was held Tuesday, July 27, 2010 at the Council office in Narrowsburg, NY. Committee chairperson Harold Roeder Jr. called the meeting to order at 6:39 p.m. A motion by Rando seconded by Niflot to approve the June 22 meeting minutes was carried. There was no public comment on the agenda.

**PR/Fund Raising Specialist's Report:** Ramie reported the reservations for the Council's annual family raft trip have now reached 98 including 14 children. The river trip will be from Skinner's Falls to Ten Mile River and held on Aug. 1. The fall/winter edition of the Council's newsletter will be mailed Sept. 1. Ramie reviewed the outstanding state grant projects she is administering. She noted the Delaware River Sojourn is over for 2010 and a wrap-up meeting will be held Aug. 31 in Bethlehem, PA. The UDC and the Delaware River Basin Commission shared a booth at the July 25 Narrowsburg RiverFest. NYS Senator Bonacic stopped by the booth and Ramie was interviewed by YNN News of the Hudson Valley. UDC brochures were given out and seven people signed up to receive the UDC's newsletter.

**Executive Director's Report:** Douglass said he would be emailing his report to the committee once he verifies some facts.

#### **Old Business**

**Office Building Projects Update:** Douglass noted that one vendor was in to do a site review on the air conditioning needs as well as the lighting fixture needs in the conference room. Richardson mentioned that he had contacted two to three other vendors to also provide quotes.

**Health Insurance Opt-Out Payment:** Douglass provided the committee with information relative to the opt-out payment he received that the committee approved when Douglass requested removal from the Council's health insurance coverage. A motion by Rajsz seconded by Richardson agreeing with the one-time percentage payment documentation Douglass provided was carried.

#### **New Business**

**Summary of Pending Bills / Financial Statements:** The committee reviewed the summary of pending bills. A motion by Richardson seconded by Rajsz to approve the bills for payment was carried. The financial statements for period ended 6-30-2010 were handed out for review. Coney reported the July advance of funds from NPS was received on July 20 and explained the split payment request that she was directed to do by the NPS payment technician for July after the usual monthly request form had been submitted. This was something new and it was not clear if it would be necessary to continue this in the future. The new "monthly" funding schedule UDC has to operate under is still going through some tweaks at the regional office.

**UDC Website First Statistical Report:** The committee was provided with a report about the UDC website traffic ([www.upperdelawarecouncil.org](http://www.upperdelawarecouncil.org)). Since the start of this year, over 1,000 visitors were at the site with the publications and meeting minutes pages getting good use. Fourteen countries/territories were represented in the visitor count. Pages on the site were viewed a total of 15,701 times. The committee was glad to see that the site was being utilized. The report was made possible through the efforts of UDC member Scott Rando, who activated the Google Analytics program and staffer Dave Soete who downloaded the specific statistics detailed. Reports to the committee will be ongoing. Roeder commented that we should promote our website more often.

**Public Comment** None

**Adjournment** A motion by Richardson seconded by Rajsz to adjourn the meeting at 7:14 p.m. was carried.

Carol Coney, Office Manager