

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
Sept. 28, 2010

Committee Members Present: Niflot, Rando, Richardson, Rajsz
Committee Members Absent: Roeder
NPS Partner: McGuinness
Staff: Douglass, Soete, Coney, Ramie
Guests: F. Peckham, D. Keesler, D. Dow-Channel 13 News

The UDC's Operations Committee held its monthly meeting on Tuesday, Sept. 28, 2010 at the Council office in Narrowsburg, NY. Vice-Chairperson Jack Niflot called the meeting to order at 6:40 p.m. A motion by Rando seconded by Rajsz to approve the Aug. 24 and Sept. 16 meeting minutes was carried. There was no public comment on the agenda.

PR/Fund Raising Specialist's Report: Ramie reviewed her written report that was handed out. For NYS grant M080103, all paper documentation for final reimbursement was mailed to the state on Aug. 30. For NYS grant TM09050, NYS Senator Bonacic was requested to look into the delay of the state contract. That he did and the Council is appreciative of his assistance which he always provides. The Council's fall/winter newsletter was mailed Sept. 1 and is available online. Two requests from other organizations to reprint the newsletter article on natural gas was granted. Chant Realtors have provided a yearly donation to cover postage costs of the bulk supply of newsletters they receive.

A news release was issued calling attention to the public resources on the UDC website (www.upperdelawarecouncil.org), especially the newly posted 34-page "Design Handbook" that includes a design concepts section that discusses and illustrates six land use principles and objectives. Ramie noted that she had informed the Delaware River Sojourn Steering Committee at their August meeting that the Council will withdraw from the 2011 event due to reduction in staff hours and work load. She did offer to help publicize the Upper Delaware Section of the Sojourn.

Ramie noted that the Council's annual report brochure done in the past years would no longer be accepted as the annual report under the new NPS financial procedures since a narrative progress report is required that Coney will do. Ramie wanted input if the committee wanted her to continue producing and mailing the brochure or just post it on the UDC website for informational purposes. The committee consensus was to post it on the website only.

Executive Director's Report: Douglass reviewed his written report that was handed out that covered the topics of staff evaluations, TAG program, budget, raft trip, and annual audit in November. The committee was concerned that member towns/townships would not have sufficient time to complete major projects under the new TAG program financial procedures that no longer allows two, six-month project extensions if needed. Grant projects would basically have to be completed and reimbursement requested in a ten-month period. However, there were requests submitted for grants for FY11 that could be completed in the time frame allotted.

Old Business None

New Business

Summary of pending bills/financial statements: The committee reviewed the summary of pending bills dated Sept. 28. It was noted that this was the final summary for FY 2010 expenses. An additional amount of \$75 was added to cover an invoice due in 30-days to the NYS Dept. of Labor-Boiler and Safety Bureau. TAG reimbursement closeouts for FY 2010 were also included. Following some questions, a motion by Rajsz seconded by Richardson to approve the bills for payment was carried.

The financial statements for period ended Aug. 31 were handed out for review.

FY 2010 Final Revenue & Expended Cash Basis Chart: The committee received from Coney the final FY10 monthly, cash-basis federal revenue received and monthly Council expended from the abstracts chart for their review and information. It was reiterated that under the new financial requirements from NPS, the

Council receives its funding monthly. The funding level since the Council's startup has not changed, but expenses of course have increased. The committee discussed looking into grants, sponsorships, and fund raising to assist with projects and programs the Council is mandated to do. Douglass commented that he hopes the base operating funds increase that the NPS is trying to secure for the Council comes to fruition.

Requests for Travel: Under the new Council policy, staff travel will be approved by the Operations Committee. Soete requested attending a subcommittee meeting of the Wayne County Oil & Gas Task Force Sept. 29. Ramie requested travel to the D & H Transportation Heritage Council's meeting Oct. 20. A motion by Richardson seconded by Rajsiz approving travel requests was carried.

Building Subcommittee Matter: Rajsiz asked that once the new air conditioning system is installed, if the old wall unit in place now in the conference room could be replaced by a single-hung window since no other windows are in the room. The matter will be looked into.

Public Comment None

Adjournment A motion by Richardson seconded by Rajsiz to adjourn the meeting at 7:49 p.m. was carried.

Carol Coney, Office Manager