

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
March 26, 2013

Committee Present: Jeffrey Dexter, Harold Roeder, Jr., Jack Niflot, Larry Richardson, Nadia Rajsz, Fred Peckham, Debra Conway, George Fluhr
Committee Absent: None
NPS Partner: Sean McGuinness
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell
Guests: Fritz Mayer

The UDC's Operations Committee held its monthly meeting on Tuesday, March 26, 2013 at the Council office in Narrowsburg, NY.

No February 26 Minutes due to Meeting Cancellation.

Executive Director's Report: Ramie referred members to her written report provided. In reference to funding, she said the Automated System for Payments (ASAP) is working for us. She has successfully submitted monthly requests and received the payments the next business day. Ramie reported on the balance in that account. Ramie noted that Congress has approved at least six more months of the federal government operation and she is hopeful that as a result, the balance of our funding will become available to us. Ramie said she and bookkeeper Mike Poska fulfilled a request on March 25th by NPS UPDE Administrative Officer Karen Henry to prepare new SF 424 and 424A forms for FY 2013 and a revised budget to reflect the 5% sequester funding cut of \$12,750. A copy was provided for member's review. Modification #12 to the UDC/NPS Cooperative Agreement will be prepared based on this information and Congress's passage of a Continuing Resolution for the federal government's operation that extends the original March 27 expiration to September 30. Ramie said that as we get ready to prepare our next fiscal year budget, she assumes that since the cut is permanent, our funding will not be the customary \$300,000 as a basis, but 5% less. Peckham suggested being prepared for yet another possible cut. McGuinness said it is too early to tell, but that more cuts are possible. He added that a discussion should take place as to how the UDC can offer support for the NPS budget issues. Ramie said these cuts were especially difficult as they came in the middle of the fiscal year when budget items had already been planned.

Ramie reported that Resource Specialist Travis O'Dell's six-month probationary period will expire on April 9th. A written performance appraisal has been completed by the Executive Director and is being reviewed by the Personnel Subcommittee. Ramie said it would make sense to arrange a meeting with O'Dell on April 4th at 6:30 prior to the full Council meeting. Subcommittee members agreed. Rajsz asked that an e-mail reminder be sent.

Ramie noted that the Town of Fremont has added a second alternate representative, former Town Supervisor Jim Greier of Obernburg, who had previously served as UDC alternate from January 2000 through Nov. 10, 2004.

Ramie said the UDC received its 2013 Notice of Unemployment Insurance Rate from the New York State Department of Labor. It was not affected by the claim we had and remains unchanged from last year, 1.425% "based on your positive account percentage".

Ramie reported that our *Visitor Information Map & Guide* brochure went to the printer on March 14th. She said basically everything in the brochure was changed and we are very pleased with the results. A color proof was received earlier in the day from the printer. Ultimately \$925 in donations from 18 business contributors was raised to help offset our printing costs. Delivery of the brochures is expected by April 15. Once they are received, we will announce their availability and start to distribute them. She said that typically the Park Service takes about 5,000 of them right off the truck for distribution in their kiosks and information center.

Our Awards Ceremony is coming along, Ramie announced. She noted that we received four regrets to keynote speaker invitations issued. She is happy to have the focus this year be on our 25th anniversary and said George Fluhr will be giving a quarter-century message for us that she knows will be well-received. Ramie highlighted some of the "special touches" being worked on and listed tasks that have been completed and those that need to be completed. A list of this year's honorees was provided in

members' packets. A news release was issued on March 25 announcing them. Reservations are due by April 19th, Ramie said.

Ramie reported that she had received the color proof of *The Upper Delaware* Spring/Summer newsletter and shared that with members. She noted that she logged 58 hours on planning contents, doing research and interviews, gathering information, taking and selecting photos, formatting, and writing, with the majority of composition time from March 11th through the 20th. Delivery of the newsletter is expected on April 1st and it has already been posted to the Upper Delaware Council website where it is available in color.

Concerning 25th Anniversary activities, Ramie noted that Odell placed orders for the UDC compass/whistle/flashlight as a banquet gift and for promotional t-shirts. She said the 25th Annual Raft Trip is scheduled for August and we will be promoting an alumni/reunion theme for that.

Ramie issued two news releases: "Upper Delaware Council Welcomes \$25 Awards Ceremony Sponsorships" on March 4th and "UDC Announces Honorees for Awards Ceremony April 28" on March 25.

Ramie stated her written report contained Grants Administration information, an Upper Delaware Scenic Byway update, lists of special meeting or events for the period and documents produced by her. She encouraged members to contact her if they had any questions. The April 2013 calendar of UDC Meetings, Activities and Deadlines was also provided.

New Business

Proposed Cellular Amplifier purchase: Ramie said the suggestion had been made by Rajszyk to look into the purchase of a device to improve cellular phone performance in the UDC office, particularly in the conference room. Information on a Wilson Electronics 3W Desktop Cellular Amplifier was provided in members' packets. This device works with all cellular carriers except Iden and Nextel. Dexter noted that a new tower has been constructed on Atco Road in Damascus Township. The service has not been turned on yet, but is expected to be shortly, he added. After a brief discussion, it was decided to wait and see if the local service improves once the new tower goes on-line.

UDC T-shirt sale policy: Ramie said an initial order of 96 t-shirts has been placed and should arrive any day. Therefore staff would like to have a marketing plan in place, she stated. Odell said the t-shirts cost to the UDC is \$6.70 for adult sizes small through extra-large and \$9.05 for 2 XL. Ramie said that she made reference in the upcoming newsletter that t-shirts would soon be available and to consult the UDC's website for ordering information. Ramie suggested we give first priority to our representatives and alternates before offering them for sale on the website. She said they could be brought to our banquet and any other venues that are appropriate for t-shirt sales. If the supply becomes exhausted, we could consider ordering more, Ramie added. A motion to set aside some shirts for promotional giveaways, and to offer the rest for sale at \$15 each was made by Rajszyk, seconded by Conway and carried.

Summary of Pending Bills 3-26-13/Financial Statements: The committee was provided with an abstract of bills dated March 26 to review. A motion by Rajszyk, seconded by Conway to pay the bills listed on the abstract was carried unanimously. Financial Statements as of February 28, 2013 were provided for individual review.

Other: None

Old Business

25th Anniversary 5K Run/Walk Proposal Update: T. O'Dell noted it had been approved to move ahead conceptually with this 5K idea at last month's full Council meeting. He was able to secure a quote from a local company to provide race services at a price significantly lower than a previous quote. A sample agreement was provided in members' packets and O'Dell covered many of the services that would be provided. He noted that soliciting sponsors to offset costs is a good option, but he would like the Council to set aside \$1000 to cover initial costs and as a cushion for unexpected costs, with the hope and understanding that with proper planning, high attendance, and successful soliciting the entire amount would be recouped with the only cost to the Council being the in-kind services of staff time during the planning

and event phases. Richardson questioned if refunds would be given to registrants up until a certain time for unforeseen circumstances. O'Dell said he would look into that. A suggestion was made that the registration fee could be non-refundable. A brief discussion about solicitation took place. O'Dell said he has not spent much time looking into solicitation; he wanted to wait for approval of the event before investing much time. Rajszy commented that the expense of many of the necessary items could be offset by donations. O'Dell said there is a lot of work that goes into planning this type of event and he would welcome any help from members. Conway asked about the proposed route. O'Dell said runners would start in Equinunk, PA and cross the bridge into Lordville, NY, do a small loop in Lordville and then return back to Equinunk. He intends to contact the supervisors of Buckingham and Manchester Townships and the Town of Hancock to correlate the route and get their input. Peckham noted there are many different agencies involved with that section of road. Ramie said the Equinunk Watershed Alliance has offered to help facilitate those requests and they are very enthusiastic about partnering with us. Richardson asked if it is the intention to have the road closed for any period of time. Members said it should be. Ramie said we would want to be as safe and formal as possible. Niflot questioned how long the event would take. O'Dell said it is a run/walk, so he is planning on two hours. Ramie said O'Dell has tried to anticipate all the costs, but as was said, unexpected expenses may arise. Ramie told members the staff is willing to take on the event, we need an endorsement so that we can begin making formal requests. "We would like a committee to work with us of people who are interested and experienced in this matter," Ramie added. O'Dell said race day volunteers are mandatory. The timer requests four alone. O'Dell said he would like to have more than that. A motion to endorse the 5K Run/Walk event and move forward with a cap not to exceed \$1,000 cost to the UDC was made by Conway, seconded by Rajszy and carried.

Other: None

Public Comment: None

Adjournment: A motion by Rajszy, seconded by Peckham to adjourn the meeting at 7:21 p.m. was carried unanimously.

Minutes submitted by Cindy Odell, 3/29/13