

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
Dec. 15, 2009

Committee Members Present: Fluhr, Niflot, Richardson, Wieland, Roeder, Bowers, Shafer
NPS Partner: Hamilton
Staff: Douglass, Soete, Coney, Ramie
Guests: Chase, Keesler, Peckham, Sundholm

The Upper Delaware Council's Operations Committee met Dec. 15 at the Council office in Narrowsburg, NY. Committee chairperson George J. Fluhr called the meeting to order at 6:32 p.m. A motion by Shafer seconded by Wieland to approve the Nov. 24 meeting minutes was carried. There was no public comment on the agenda.

Draft FY09 audit report – Dick Eckersley, CPA: The Council's auditor, Eckersley & Ostrowski, provided and reviewed with the committee the draft audit report for fiscal year 2009. The audit was "clean" and various forms to be completed by the Council were reviewed and provided to Coney for follow-up. A proposal for fiscal year 2010 audit/accounting services was presented for review. Eckersley noted that it was remarkable that the Council has been able to remain in operation given that its federal grant has been static for 20 years and that the states (NY & PA) have not included the Council in their line-item budgets as was recommended when the *River Management Plan* was accepted by the municipalities, states and federal partner. However, given the increase in costs to the operation and the possibility of no increase in federal funding, there would come a time in the not too distant future that the organization would be out of the funds needed to carry on all its work.

PR/Fund Raising Specialist's Report: Ramie reviewed her written report that was handed out. She reviewed the NYS grants she's been administering for the Council and the Upper Delaware Scenic Byway group. She also reported on the Sullivan County economic development charrette she attended for the Scenic Byway group that was held on Dec. 7 at Bethel Woods. Each one of the nine focus groups at the charrette came up with one major idea. The spokesperson for each focus group will form a task force with the county to do further study on the issues.

Executive Director's Report: Douglass reviewed his written report handed out. Most items/projects on the report have been completed for the year. He still had to do the functional budgets for the FY 2010 work plans. NPS Upper Delaware is working with the regional office to get the Council's fiscal year 2010 funding in the pipeline.

Old Business

Conference Room Use Subcommittee Report: The committee heard from Jay Shafer who did an ADA (Americans with Disabilities Act) assessment of the Council building and grounds. Wieland indicated he has not yet found out the room capacity figure. The committee is in the process of reviewing use of the conference room and establishing policy if necessary. They will continue discussion at future meetings.

Updated Info Fidelity Bond/Crime Bond Coverage Costs: Coney provided the committee with information on the costs to reduce the deductible for the Council's fidelity bond. The Council opted to not reduce the deductible at this time. Fluhr said he'd like to see two signatures mandatory on all checks used for the state or other funds the Council administers since the Council has this policy in effect for its financial transactions and he felt it was good business to do so. There was a short discussion and the item was tabled for further discussion at a later date given the shortness of the meeting time due to the holiday schedule tonight with all committees meeting in one night.

New Business

Summary of Pending Bills / Financial Statements: The committee reviewed the summary of pending bills. A motion by Wieland seconded by Bowers to approve the bills for payment was carried. The financial statements for period ended Nov. 30 were handed out for review.

Executive Session: A motion by Richardson seconded by Shafer to go into executive session at 7:25 p.m. to discuss an employee's health insurance coverage was carried. On motion the committee came out of executive session at 7:29 p.m. Fluhr reported that it had been determined the matter would be referred to executive session at a full Council meeting.

Public Comment None

Adjournment A motion by Bowers seconded by Wieland to adjourn the meeting at 7:29 p.m. was carried.

Carol Coney, Office Manager