

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**April 28, 2009**

Committee Members Present: Fluhr, Roeder, Wieland, Niflot, Shafer  
Committee Members Absent: Bowers, Richardson  
NPS Partner: Martinez  
Staff: Douglass, Soete, Coney, Ramie  
Guests: S. Schultz, D. Keesler, F. Peckham

The committee chairperson George J. Fluhr called the meeting to order at 6:34 p.m. A motion by Shafer seconded by Wieland to approve the March 24 meeting minutes was carried. There was no public comment on the agenda.

**PR/Fund Raising Specialist's Report:** Ramie reviewed her written report handed out. The Council's 21<sup>st</sup> annual Awards Ceremony was held April 19 at Central House in Beach Lake, Pa. Seventy-two guests attended. Roeder thanked Ramie and staff for their work on the event. The spring/summer newsletter was mailed March 27, and also appears on the UDC website ([www.upperdelawarecouncil.org](http://www.upperdelawarecouncil.org)). The next issue will be fall/winter and should be out by Sept. 1.

The Council received a letter from NYS Senator John Bonacic dated April 8 informing the Council that member item funding was restored in the 2009-2010 NYS budget. The Council is administering four active state grants at present with a deadline of Aug. 31. Two towns have completed their grant projects, Cochection and Deerpark.

The Council has received a delivery of the newly published Upper Delaware Scenic Byway brochure. A brochure was displayed. Any Council member wishing to assist with delivery of these brochures should contact Laurie Ramie.

The Council staff and chairperson were interviewed by Sandy Long of *The River Reporter* for an article about the Council that may appear in the May 13 edition of the newspaper.

Ramie has been participating in the meetings relative to planning for the Delaware River Sojourn to be held in June. She attended a planning meeting for the Sullivan County Historical Society's 230<sup>th</sup> anniversary of the Battle of Minisink ceremony to be held July 18. Ramie staffed a booth for the Council at the Lumberland Earth Day Festival on Apr. 26.

**Executive Director's Report:** Douglass noted the members should review his report and the projects upcoming for May, June and July; such as, staff evaluations, Technical Assistance Grants Program, fiscal year 2010 budget and work plans.

### **Old Business**

**Balance of federal funds due UDC for FY09 received:** Coney reported that the balance of fiscal year 2009 federal funds due was received April 1. She noted that NPS-Upper Delaware kept on top of this situation and pushed along the payment.

**UDC website grant project update:** Coney reported that the website consultant has trained Soete on doing UDC website updates as provided for in the website establishment grant project. Ramie sat in. Soete will be posting updates to the site. The website consultant will be on call for assistance until the grant period ends in July. After that, consultant fees would be \$65 an hour. The Council also has an IT professional on call when those services are needed. Coney explained that she was able to qualify the Council as a non-profit eligible organization to procure technology products at a reduced cost from TechSoup Stock. This company channels non-profits to numerous brand-name manufacturers who participate with TechSoup in offering their products at a substantial discount to organizations that meet their criteria and pass review to participate in the program. The Adobe Contribute software that was needed for the website training only cost the Council \$20 as opposed to \$196.

**NPS Core Operations Analysis Procedure update:** Coney briefed the committee on UDC staff participation in the NPS Core Operations Analysis process. Currently they are producing listings of their activities and time involved. The next Core Ops workshop will be held May 13 and 14.

Martinez explained that NPS is looking at the enabling legislation for the Upper Delaware. The first workshop exercise produced an updated mission statement and a list of priority tasks to meet the legislation's mandates. He noted the *River Management Plan* was produced after the legislation was passed. Since the UDC receives federal funding, the staff has been required to participate in the Core Ops process. Core Ops is a process that will review tasks and ultimately produce core function tasks that are necessary to get the mission done as provided for under the legislation. It will also offer a way to track costs to assist with funding requests.

Fluhr inquired if this process will lead to changing the *River Management Plan*. Martinez noted they have not reached the RMP level as yet. The Upper Delaware has a unique management system when compared to other units in the National Park System given its history and local oversight of the resource in partnership with the federal government.

### **New Business**

**Summary of pending bills:** The committee reviewed the summary of pending bills. A motion by Wieland seconded by Shafer to approve the bills for payment was carried. The financial statements for period ended March 31 were handed out for review.

**Upper Delaware River Safety Committee meets April 29:** Douglass announced that UDC received a meeting notice from National Park Service that the annual Upper Delaware River Safety Committee meeting would be held on April 29 at 2 p.m. at NPS headquarters. Douglass and Soete will be attending. Some agenda items: training for livery staff to improve river safety; river safety messages to address swimming related drownings; eel weir safety; Commercial Use Authorization Program updates; Roebing Bridge construction projects; water height signs at bridges.

**Public Comment** None

**Adjourn** A motion by Roeder seconded by Wieland to adjourn the meeting at 7:10 p.m. was carried.

Carol Coney, Office Manager