

Upper Delaware Council
OPERATIONS COMMITTEE MEETING MINUTES
June 22, 2010

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

The UDC's Operations Committee held its monthly meeting on Tuesday, June 22, 2010 at the Council office in Narrowsburg, NY. Committee Chairperson Harold Roeder Jr. called the meeting to order at 6:47 p.m. A motion by Niflot seconded by Rajsz to approve the May 25 meeting minutes was carried. There was no public comment on the agenda.

PR/Fund Raising Specialist's Report: Ramie noted that the Delaware River Sojourn had started on Sunday, June 20 in the Upper Delaware Section. The participants registered for the three day Upper Delaware section included a count of: Day 1-78; Day 2-80; Day 3-74. Ramie reported her hours working at the Sojourn with a total of 32.5 plus she reviewed what tasks she took over as Day Planner since Sandy Schultz's retirement. The entire Sojourn would cover 60 miles of the River. The commemorative tee shirt with its "bridging" design was displayed. The honorees for Upper section Lord High Admiral included Sullivan County Planning Commissioner Luiz Aragon and Catskill Mountainkeeper Program Director Wes Gillingham. These honorees were recognized for their respective contributions to the Upper Delaware Scenic and Recreational River Valley. This year's Sojourn also introduced a new recognition concept. At the June 20 kick-off ceremony in Barryville, Sandy Schultz was surprised to be designated as "The Duchess of the Delaware" for the entire 2010 event. Schultz was co-founder of the Sojourn Steering Committee in 1995 and has remained a dedicated supporter, even beyond her March 31, 2010 retirement as NPS-Upper Delaware Assistant Superintendent. Schultz was recognized for her superior organizational and planning skills that have contributed to the Sojourn's longevity. The Sojourn Steering Committee will hold a de-briefing meeting on this year's Sojourn possibly in July.

Relative to NYS grants administration, Ramie reported a memo was issued to the NYS member towns regarding deadlines for two active New York State grants she is administering.

Executive Director's Report: Douglass reviewed task topics relating to annual report, awards ceremony, staff evaluations, TAG program, Delaware River Sojourn, FY11 committee work plans, FY11 Council budget, family raft trip, annual audit, Government Officials Liaison Sub-committee (a meeting with NYS Senator Bonacic will be set up), and NPS cooperative agreement.

Coney explained that NPS is requesting that the FY11 funding request from UDC now be delivered on July 7 instead of July 15. Karen at NPS wishes to have the extra time to get the packet through the Regional office reviews so that UDC can be on target to receive its funding the start of the new fiscal year in October. The committee hopes to see that deadline is met.

Old Business

Draft FY 2011 Committee Work Plan: The committee had received the fiscal year 2011 draft committee work plan at last month's meeting for review. The UDC support services performed for the Upper Delaware Scenic Byway, Inc. remained on the work plan since word has not been received from NPS if this state-designated program can continue to be supported by the UDC using federal funding. Richardson wondered if the UDC was still participating in the new employees' orientation program at NPS regarding UDC and its mandates and private property issues. McGuinness noted that no new employees have come on board other than the seasonals. He also announced that NPS Chief of Protection, Joe Nicholson, will be retiring the end of this month. NPS hopes to refill the position. Joe has worked at other NPS sites during his career. No amendments were made to the draft work plan. A motion by Richardson seconded by Rajsz to recommend the work plan to the full Council was carried. The functional budgets will be plugged in before submission to NPS.

New Business

Draft FY11 Council Line-Item Budget: The committee received copy of the draft fiscal year 2011 Council line-item budget previous to the meeting for review. The salary line item amount was an estimate for budget purposes and the actual amount would be determined and reported. It was decided that the map and guide brochure would not be updated as enough of a supply was on hand for future use.

The committee reviewed projects suggested to re-allocate the old TAG funds with split-system air conditioning, conference room lighting fixture upgrades, website service contract (\$500 cap – a quote was provided), and upgrade to PC monitors being considered first. McGuinness noted that NPS is doing a split-system AC and he'll have the NPS Maintenance Chief come over and provide some cost estimates on the other items and UDC could use the same vendor for the AC as they'll be installing it soon at NPS headquarters. It was also suggested to order more computer supplies. A motion by Rando seconded by Rajsz to recommend the draft budget to the full Council was carried; with one opposed. Rando offered that he could set up for Soete's use the Google Analytics that the website designer installed in the program to capture the statistics concerning website usage.

Summary of Pending Bills / Financial Statements: The committee reviewed the pending bills. A motion by Rajsz seconded by Rando to approve the bills for payment was carried. The financial statements for period ended May 31 were handed out for review. Coney reported that the federal funding for June was received by June 10.

Public Comment None

Executive Session A motion by Rajsz seconded by Richardson to go into executive session at 7:48 p.m. on a personnel matter was carried. A motion by Rajsz seconded by Richardson to come out of executive session at 8:12 p.m. was carried. No action was taken.

Adjournment A motion by Rajsz seconded by Rando to adjourn the meeting at 8:14 p.m. was carried.

Carol Coney, Office Manager