

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**December 16, 2014**

Committee Present: Andy Boyar, Harold Roeder, Jr., Fred Peckham, David Dean, Larry Richardson, Nadia Rajsasz, Jeffrey Dexter  
Committee Absent: George Fluhr  
NPS Partner: Kris Heister, Carla Hahn  
Staff: Laurie Ramie, Travis O'Dell, Cindy Odell  
Guests: Tony Ritter

The UDC's Operations Committee held its monthly meeting on Tuesday, December 16, 2014 at the Council office in Narrowsburg, NY. Chairperson Boyar called the meeting to order at 7:07 p.m.

**Approval of November 25 Meeting Minutes:** A motion by Peckham, seconded by Dean to approve the November 25 meeting minutes was carried with Rajsasz abstaining as she was not present at that meeting. There was no public comment on the agenda.

**Executive Director's Report:** Ramie reported that the FY 2015 federal budget did pass, averting a government shutdown. She provided the balance currently in the UDC's federal account. She said she has sent an inquiry to NPS asking when the anticipated balance of our funding will become available. Ramie noted that should there be a gap in time between when the funding becomes available and the initial federal allocation balance is depleted, the Council has funds to cover expenses. She provided the balances in the savings and checking accounts.

Ramie reminded members that at the December 4 meeting, a resolution amending the FY 2014 contract with Eckersley & Ostrowski for a Financial Review rather than an Audit was approved. She said she reviewed the Draft 990 form and prepared a letter with requested corrections on 12/1, which Dick Eckersley called to discuss with her. A second draft of the 990 form was received on 12/15 for sign-off by the chairperson. A draft resolution has been prepared for the January 8 UDC meeting to contract with Eckersley & Ostrowski for the FY 2015 Financial Review. Ramie noted that the form 990T to request a credit for small employer health insurance premiums paid will also be prepared by Eckersley & Ostrowski and filed on our behalf.

Ramie reported that the FY 2014 Annual Report was completed on December 5<sup>th</sup>. It was circulated widely and a news release announcing its availability on the UDC website was issued.

Ramie said the annual meeting will take place on the second Thursday of January, January 8, due to the New Year holiday at which the election of officers will take place. She provided a list of other administrative issues that need to be taken care of at the beginning of the year including obtaining signature cards for check signing privileges and bank account access by the officers; sending out 2015 representative and alternate appointment forms prior to town and township reorganizational meetings; updating membership lists; providing orientation folders to any new delegates and letters of appreciation to departing delegates; sending Conflict of Interest Disclosure Statements for 2015 to every representative and alternate to complete; arranging a swearing-in ceremony at the February 5 meeting with a reception for the new officers and group photo; and sending a memo inviting additional participation on the three standing committees.

Ramie said she issued two news releases since the last Operations meeting: "UDC Issues FY 2014 Annual Report" on 12/5; and "Sullivan Renaissance Grant Helps UDC to Print Design Handbooks" on 12/16.

Ramie referred members to the January 2015 calendar of UDC Meeting, Deadlines, and Activities provided in their packets.

**New Business**

**Draft Resolution 2015-01: Authorizing Annual Signature of Corporate Resolution and Bank Cards:** A motion to forward this resolution to the full Council was made by Roeder, seconded by Dexter and carried.

**Draft Resolution 2015-02: Authorizing Agreement with Eckersley & Ostrowski for FY 2015**

**Financial Review:** A motion to forward this resolution to the full Council was made by Roeder, seconded by Dexter and carried.

**Summary of Pending Bills 12-16-14/Financial Statements:** The committee was provided with an abstract of bills dated December 16 to review. A motion by Rajs, seconded by Dean to pay the bills listed on the abstract was carried unanimously. Financial Statements as of November 30, 2014 were provided for individual review.

**Other:** Dean questioned if there have been any savings realized in heating costs as a result of the installation of the heat pump. Ramie said there has only been one fuel delivery so far this year and noted we will keep track of fuel costs in order to determine any savings. O'Dell said the heat pump was turned off in November and the oil burner turned on at that time. Members suggested turning the heat pump back on and letting the oil burner turn on when it's needed. Staff said they would do that.

**Old Business**

**Other:** None

**Public Comment:** None

**Adjournment:** A motion by Peckham, seconded by Roeder to adjourn the meeting at 7:22 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 12/24/14*