

Upper Delaware Council  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**January 28, 2014**

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

The UDC's Operations Committee held its monthly meeting on Tuesday, January 28, 2014 at the Council office in Narrowsburg, NY.

**Election of Chairperson and Vice-Chairperson:** Vice-chairperson Roeder called the meeting to order at 8:02 p.m. Rajs made a motion to nominate Andy Boyar chairperson of the Operations Committee for 2014. The motion was seconded by Richardson. Boyar was elected by a voice vote. A motion by Rajs to nominate Roeder as vice-chairperson of the committee was seconded by Conway. Roeder was elected by a voice vote.

**Approval of December 18 Meeting Minutes:** A motion by Rajs seconded by Richardson to approve the December 18 meeting minutes was carried. There was no public comment on the agenda.

**Executive Director's Report:** Ramie noted that if a representative and an alternate from the same town attend a committee meeting, they would have one vote.

Ramie reported that the National Park Service is working on a modification to extend the Cooperative Agreement funding provision that expired on January 15 and credit the UDC online account with the balance of the allocation for FY 2014. She provided the UDC's bank account balance and the market and assessed value of the UDC's property based on the latest tax notice.

Ramie stated that 2014 board changes include new alternates for Cochection, Lumberland, and Damascus. Orientation folders have been sent out to these new members and appreciation letters to the outgoing members. A news release announcing the membership roster will be issued in conjunction with the Feb. 6 UDC group photo. Ongoing communications with Westfall Township about their appointments have been positive, Ramie noted. Boyar said Westfall will be participating and the appointment of a representative is expected to take place at their February meeting. Ramie said she presumes that the National Park Service alternate will be Acting Superintendent Malcolm Wilbur to coincide with his Upper Delaware tenure. Hahn shared highlights of Wilbur's first days in the Upper Delaware that began on January 27. Ramie stated that Delaware River Basin Commission's UDC representative, Carol Collier will retire on March 12.

Ramie reported that the revisions to the IRS 990 form have been completed and we await receipt from Eckersley and Ostrowski for another review before filing. Two years' worth of filings of Form 990-t to obtain a credit for health insurance premiums were also prepared by Eckersley and Ostrowski at the request of bookkeeper Mike Poska.

Ramie referenced a copy of a letter provided in members' packets to Karen Henry, Administrative Officer for UDSRR, regarding New York State's increase in the income threshold for non-profit corporations to require filing an audited financial statement for determination from the federal perspective.

The policies for Conflict of Interest and Employment Practices/Staff Code of Conduct, as approved on January 9<sup>th</sup>, have been added to the organization's handbook and uploaded to our NYS Grants Gateway on-line document vault. Conflict of Interest disclosure statements were mailed to all board members on January 23 with a requested return date of February 6<sup>th</sup>. Peckham asked that an e-mail reminder be sent out in advance of the February 6 full Council meeting about returning the forms. Ramie noted that once all the statements have been collected, they will be reviewed by the Executive Committee which consists of the chairs of the three standing committees.

Ramie reported that three news releases have been issued since the last meeting. They are: "Berlin Township Completes UDC Grant", 12/23; "UDC Elects 2014 Officers", 1/10; and "UDC Expresses

Appreciation to Retiring Park Service Official”, with photo of McGuinness and Boyar, 1/10. Her written report contains information on the subjects of the next news releases to be issued.

Ramie said that work has begun on the 26<sup>th</sup> Annual Awards Ceremony. Once a venue has been selected, an invitation letter to a keynote speaker will be sent. A timeline of activities will be developed.

Ramie noted that the Spring/Summer 2014 issue of *The Upper Delaware* newsletter will be due to Courier Printing by March 21 for delivery on April 1.

Ramie’s written report also contained information on grants administration, Upper Delaware Scenic Byway activities, non-UDC meetings of the period, and a list of documents produced by her. The February calendar of UDC Meeting, Deadlines, and Activities was also provided in members’ packets.

**New Business**

**2014 Awards Banquet venue and keynote speaker:** Ramie referenced a banquet venue proposal report in members’ packets outlining bids from four venues. She said board members were asked to provide her with suggestions. All four venues are currently available on Sunday, April 27<sup>th</sup> and all have agreed to the UDC price point of \$25 per person, including gratuity. After a brief discussion, a motion to accept the proposal of Henning’s Local (formerly The Eldred Preserve), was made by Rajszyk, seconded by Boyar and carried with Peckham voting no. Ramie said it had been suggested to invite Congressman Chris Gibson as the keynote speaker for the banquet particularly since he has started the Watershed Advisory Group. Members agreed. Other names were offered should Gibson not be available.

**Summary of Pending Bills 1-28-14/Financial Statements:** The committee was provided with an abstract of bills dated January 28 to review. A motion by Rajszyk, seconded by Roeder to pay the bills listed on the abstract was carried unanimously. Financial Statements as of December 31, 2013 were provided for individual review.

**Other:** None

**Old Business:** None

**Public Comment:** None

**Adjournment:** A motion by Roeder, seconded by Peckham to adjourn the meeting at 8:25 p.m. was carried unanimously.

*Minutes submitted by Cindy Odell, 1/29/13*