



MINUTES
MLDC REGULAR MEETING 12-08-2022
Location: MLDC Office and Possibly Virtual via Zoom

ATTENDANCE: **Present:** Kelly Teacher, Nicole Irwin, Erika Malmgreen, John Lavelle, Alex Goodman, Dave Lybolt, Fred Harding, and Guest Katrina Wolenski

Absent: None

CALL TO ORDER – 6:02 PM

RATIFICATION OF E-VOTES AND PRE-APPROVED EXPENDITURES:

✓ **E-Votes:** None

Action Taken: None Required

MINUTES: Approval of Regular Meeting of 11-10-2022

Action Taken: Moved Acceptance: Jon Lavelle Second: Dave Lybolt Vote: Six Yes, Erika Malmgreen abstention – not on Board at that time.

TREASURER’S REPORT (Bookkeeper JGS, CPA):

✓ Bank Balance – Checking - Operating Acct. as of 11-30-2022: \$15,673.61 (see Exhibit B1)

✓ P & L – Checking – Operating Account Year to Date 11-30-2022 –(see Exhibit B2)

✓ Balance Sheet – Operating Account – as of 11-30-2022 (see Exhibit B3)

Action Taken: Moved Acceptance: Alex Goodman Second: Erika Malmgreen Vote: Unanimous

✓ **SINCE 10-31-2022**

Additional Deposits

None

Total = \$0

Outstanding Checks

None

Total = \$0

Other Transaction

Debit Card – Catskill Sullivan Annual Meeting \$130.00

Total = \$130.00

Available Balance as of 12-08-2022

\$15, 543.61

Encumbered

Bookkeeping - \$150.00

Rack Cards - \$153.84

Trail App - \$1500.00 for scholarships – will carry into next year

Nugent...Audit - \$5,750.00

Total = \$7,553.84

Unencumbered Balance as of 11-7-2022

\$7,989.77

PRESENTATION OF NEW BILLS

✓ PFK O’Conner Davies - \$150.00 for December bookkeeping (see Exhibit C1)

✓ Nugent and Haussler (2021 Audit) - \$5,750.00 (see Exhibit C2)

Action Taken: Moved Authorization to Pay Bills: Dave Lybolt Second: Alex Goodman

Vote: Unanimous

COMMITTEE REPORTS

FINANCE (Fred Harding and Alex Goodman)

✓ Nugent and Haussler – Via phone on December 5th, 2022, Mark Levy of Nugent, advised that both the 2021 Audit and the 2023 budget had been file with the State of NY through P.A.R.I.S. Retainer Agreement for 2022 Audit will be sent to us soon

D&H TRANSPORTATION HERITAGE COUNCIL (Dave Lybolt)

GRANTS (Fred Harding, etal) Discussion of Farmers Market Resiliency Grant. Dave Lybolt recommended we contact Mary Allison Farley to see if she was interested in writing the grant.

CALENDAR (Production 2023-Kelly Teacher): Calendars delivered November 8th for distribution.

TRAIL APPS (Kelly Teacher, Fred Harding).

Moved: Authorize Kelly Teacher to place order for 1000 at \$153.83 from Spencer Printing: Fred Harding; Second: John Lavelle; Vote: Unanimous

FARMERS MARKET(John Lavelle, Kelly Teacher, Fred Harding).

✓ Creation of email blast list for Farmers Market

✓ Market Manager

PUBLIC RELATIONS & SOCIAL MEDIA (Kelly Teacher, John Lavelle, Fred Harding).

BUSINESS PROMOTION (Alex Goodman, Fred Harding):

BUSINESS DEVELOPMENT

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

✓ Terms Expiring February 13, 2023: Fred Harding, Kelly Teacher, Dave Lybolt

✓ New Logo

ADJOURNMENT at 7:00

Action Taken: Moved approval: Dave Lybolt; Second: Erika Malmgreen; Vote: Unanimous

EXHIBIT B1

10:30 AM

12/05/22

Mamakating Local Development Corporation

Reconciliation Detail

Jeff Bank 9109420, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,183.71
Cleared Transactions						
Checks and Payments - 3 items						
Check	11/07/2022	303	Sullivan County Visit...	X	-2,550.00	-2,550.00
Check	11/07/2022	302	Sullivan County Visit...	X	-200.00	-2,750.00
Check	11/08/2022		Spencer Printing	X	-5,760.10	-8,510.10
Total Checks and Payments					-8,510.10	-8,510.10
Total Cleared Transactions					-8,510.10	-8,510.10
Cleared Balance					-8,510.10	15,673.61
Register Balance as of 11/30/2022					-8,510.10	15,673.61
Ending Balance					-8,510.10	15,673.61

EXHIBIT B2

10:31 AM
12/05/22
Cash Basis

Mamakating Local Development Corporation Profit & Loss January through November 2022

	<u>Jan - Nov 22</u>
Ordinary Income/Expense	
Income	
Calendar Sponsorships	2,700.00
Farmer's Market Fees	6,270.00
Summer Camp Grant Income	2,116.66
Town	28,000.00
	<hr/>
Total Income	39,086.66
	<hr/>
Gross Profit	39,086.66
Expense	
Advertising and Promotion	
Calendar	5,760.10
Advertising and Promotion - Other	2,550.00
	<hr/>
Total Advertising and Promotion	8,310.10
Advertising Farmers Market	9,596.28
Farmers Market Entertainment	300.00
Farmers Market Equipment&Supply	555.13
Farmers Market Music	1,950.00
Insurance Expense	1,829.00
Membership Fee	315.00
Office Supplies	368.71
Outside Bookkeeping Service	1,050.00
Summer Camp Program Expense	850.00
Travel Story Trail App	1,500.00
	<hr/>
Total Expense	26,624.22
	<hr/>
Net Ordinary Income	12,462.44
	<hr/>
Net Income	<u>12,462.44</u>

EXHIBIT B3

EXHIBIT C1

Per Retainer Letter

EXHIBIT C2

10:32
12/05
Cash

Nugent & Haeussler, P.C.

Certified Public Accountants

101 Bracken Road

Montgomery, NY 12549

Phone: (845) 457-1100 Fax: (845) 457-1160

Invoice Date: 12/02/2022

Invoice Number: 233426

Client Number: MAMA9134.001
MAMAKATING LOCAL DEVELOPMENT CORP.
ATT: FRED HARDING
20 HARD CINDER ROAD
WURTSBORO, NY 12790

For professional services rendered

Preparation of Audited Financial Statements for the year ended
December 31, 2021.

Assistance with report submission on the NYS Comptroller's
PARIS system.

Total \$ 5,750.00