



Minutes

**MLDC Regular Meeting 01-12-2023**

**Location: MLDC Office and Possibly Virtual via Zoom**

**ATTENDANCE: Present:** Fred Harding, John Lavelle, Nicole Irwin, Kelly Teacher, Erika Malmgreen, Katrina Woolenski, David Lybolt

**Absent:** Alex Goodman

**CALL TO ORDER – 6:00 PM**

**RATIFICATION OF E-VOTES AND PRE-APPROVED EXPENDITURES:**

**Action Taken:** Moved ratification of e-votes to approve new logos designs;

**Moved Acceptance:** Fred Harding

**Second:** John Lavelle      **Vote:** Unanimous



**MINUTES: Approval of Regular Meeting of 11-08-2022**

**Action Taken:** Moved Acceptance: Fred Harding    **Second:** John Lavelle      **Vote:** Unanimous

**TREASURER’S REPORT**

**(Bookkeeper JGS, CPA):**

- ✓ Bank Balance – Checking - Operating Acct. as of 12-31-2022: \$10,243.61 (see Exhibit B1)
- ✓ P & L – Checking – Operating Account Year to Date 12-31-2022 ( see Exhibit B2)
- ✓ Balance Sheet – Operating Account – as of 12-31-2022 (see Exhibit B3)

**Action Taken:** Moved Acceptance: Fred Harding    **Second:** Nicole Irwin    **Vote:** Unanimous

✓ **SINCE 12-31-2022**

**Additional Deposits**

None

**Total = \$0**

**Outstanding Checks**

None

**Total = \$0**

**Other Transaction**

Debit Card – Spencer Printing (Rack Card, Stationary, Business Cards)  
\$717.20

**Total = \$717.20**

**Available Balance as of 01-12-2023**

**\$9526.41**

**Encumbered**

\$1500.00 for scholarships from grant – will carry into next year

**Total = \$1,500.00**

**Unencumbered Balance as of 01-12-2023**

**\$8,026.41**

**PRESENTATION OF NEW BILLS**

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

- ✓ Spencer Printing - \$717.20 for Rack Cards, Stationery and Business Cards for Board (see Exhibits C2,C3,C4,C5)

**Action Taken:** Moved Authorization to Pay Bills: John Lavelle Second: David Lybolt Vote: Unanimous

## **COMMITTEE REPORTS**

**FINANCE** (Fred Harding and Alex Goodman)

- ✓ Nugent and Haussler – Via phone on December 5<sup>th</sup>, 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.) - potential use for Mamakating Park Trail (and travelstorsy)

**CALENDAR** (Production 2023-Kelly Teacher): Must improve in all phases if we are doing it this year. Photography, Sponsorship Sales plus collection of fees and ad copy, distribution. Design and budget should be completed by February so we can start collecting photos, important dates, etc. - calendar committee to be created. Nicole, Dave, Erika & Kelly

**TRAIL APPS** (Kelly Teacher, Fred Harding).

- ✓ Rack card re-order arrived. Distribution required. - distribution done!

✓ New Logo- To the right Moved acceptance: Erika Malmgreen Second: Nicole Irwin Vote: unanimous

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

- ✓ New website courtesy of Chris Wilson (LunaGrown Jam). Mission Statement and Introduction created by John, Kelly, and Fred for inclusion on site. (see Exhibit D1 and D2)

**Action Taken:** Moved acceptance of Farmers Mission Statement and Introduction: John Lavelle Second: Kelly Teacher

**Vote: Unanimous**

Chris Wilson (LunaGrown Jam) is interested in becoming our Farmers Market Coordinator. He had that position for 11 years at the Goshen Farmers Market. His duties would include recruiting vendors, obtaining and retaining all documentation (vendor contracts, insurance certificates, licenses, etc.), maintaining the new website, posting on all social media outlets (Facebook, Instagram, and Google) in addition to the new website, creation of email blast list for Farmers Market, on site at Market each Friday to ensure vendors are in correct stalls, equipment is deployed and returned to trailer at end of market, plus handle and issues that develop. He would report to and consult with the Farmers Market Committee. Current budget contains \$3000 for Farmers Market Coordinator without social media items mentioned above. He requested \$4500 to do it all. We are going in to 2023 with a \$8000 surplus.

**Action Taken:** Farmers Market Committee is authorized to negotiate a contract with Chris for approval by the Board. David Lybolt Second: Erika Malmgreen Vote: Unanimous

**PUBLIC RELATIONS & SOCIAL MEDIA** (Kelly Teacher, John Lavelle, Fred Harding). See Farmers Market.

**BUSINESS PROMOTION** (John Lavelle, Fred Harding): Up date on Hotel Feasibility Study - need to update our 2023 budget and create a plan

**BUSINESS DEVELOPMENT**

## **OTHER BUSINESS THAT MAY COME BEFORE THE BOARD.**

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

A letter requesting reappointment and an updated resume is required by the 15<sup>th</sup> of January so there is time to discuss with Supervisor and Board for action at February 7<sup>th</sup> meeting.

✓ New Logos



**ADJOURNMENT at 6:59**

Action Taken: Moved approval: David Lybolt ; Second: Alex Goodman; Vote: Unanimous

## EXHIBIT B1

### Mamakating Local Development Corporation Reconciliation Detail

Jeff Bank 9109420, Period Ending 12/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						15,673.61
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	12/01/2022		Sullivan County Visit...	X	-130.00	-130.00
Check	12/19/2022	305	Nugent & Haeussler	X	-5,750.00	-5,880.00
Check	12/23/2022	306	PKF O'Connor Davies	X	-150.00	-6,030.00
Total Checks and Payments					-6,030.00	-6,030.00
<b>Deposits and Credits - 1 item</b>						
Deposit	12/22/2022			X	600.00	600.00
Total Deposits and Credits					600.00	600.00
Total Cleared Transactions					-5,430.00	-5,430.00
Cleared Balance					-5,430.00	10,243.61
Register Balance as of 12/31/2022					-5,430.00	10,243.61
<b>Ending Balance</b>					<b>-5,430.00</b>	<b>10,243.61</b>

## EXHIBIT B2

### Mamakating Local Development Corporation Profit & Loss

January through December 2022

	Jan - Dec 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Calendar Sponsorships	3,300.00
Farmer's Market Fees	6,270.00
Summer Camp Grant Income	2,116.66
Town	28,000.00
<b>Total Income</b>	<b>39,686.66</b>
<b>Gross Profit</b>	<b>39,686.66</b>
<b>Expense</b>	
Accounting (Yellow Book Audit)	5,750.00
Advertising and Promotion	
Calendar	5,760.10
Advertising and Promotion - Other	2,550.00
<b>Total Advertising and Promotion</b>	<b>8,310.10</b>
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	445.00
Office Supplies	368.71
Outside Bookkeeping Service	1,200.00
Summer Camp Program Expense	850.00
Travel Story Trail App	1,500.00
<b>Total Expense</b>	<b>32,654.22</b>
<b>Net Ordinary Income</b>	<b>7,032.44</b>
<b>Net Income</b>	<b>7,032.44</b>

# EXHIBIT B3

## Mamakating Local Development Corporation Balance Sheet As of December 31, 2022

Dec 31, 22

**ASSETS**



SPENCER PRINTING, INC.  
216 Willow Avenue  
Honesdale, PA 18431  
570-253-2001

No: 70691

Date: 1/10/23

Customer PO:

Customer No: 4140

1

**TO** Fred Harding  
Mamakating Local Development Corporation  
**LI** PO Box 761  
**E** Wurtsboro NY 12790

1

**TO**

Quantity	Description	Amount
1,000	Rack Card:: 4 x 8.5": 4/4:: 100# Silk Cover	\$ 153.83
Taken by: Katie		SUBTOTAL \$ 153.83
		TAX
		SHIPPING \$ 0.00
		TOTAL \$ 153.83
		AMOUNT DUE \$ 153.83
	Rack Card:: 4 x 8.5": 4/4:: 100# Silk Cover	
\$ 153.83		

# EXHIBIT C1

# EXHIBIT C2



SPENCER PRINTING, INC.  
216 Willow Avenue  
Honesdale, PA 18431  
570-253-2001

No: 70851

Date: 1/12/23

Customer PO:

Customer No: 4140

Fred Harding  
Mamakating Local Development Corporation  
PO Box 761  
Wurtsboro NY 12790

Quantity	Description	Amount
250	Business Cards - 14pt C2S - UV Coating on Front Only - 4/0 - 8 Versions	\$ 374.96
Taken by: Ashley		
		SUBTOTAL \$ 374.96
		TAX
		SHIPPING \$ 0.00
		TOTAL \$ 374.96
		AMOUNT DUE \$ 0.00

# EXHIBIT C3



SPENCER PRINTING, INC.  
 216 Willow Avenue  
 Honesdale, PA 18431  
 570-253-2001

**INVOICE**  
 No: **70852**  
 Date: 1/10/23  
 Customer PO:  
 Customer No: 4140

Fred Harding  
 Mamakating Local Development Corporation  
 PO Box 761  
 Wurtsboro NY 12790

Quantity	Description	Amount
500	#10 Envelopes - 1/0 - Black Ink	\$ 92.51
Taken by: Ashley		SUBTOTAL \$ 92.51 TAX SHIPPING \$ 0.00 TOTAL \$ 92.51 AMOUNT DUE \$ 92.51
	#10 Envelopes - 1/0 - Black ink	
\$ 92.51		

# EXHIBIT C4



SPENCER PRINTING, INC.  
 216 Willow Avenue  
 Honesdale, PA 18431  
 570-253-2001

INVOICE

No: 70853

Date: 1/10/23

Customer PO:

Customer No: 4140

Fred Harding  
 Marketing Local Development Corporation  
 PO Box 761  
 Wurtsboro NY 12790

Quantity	Description	Amount
250	Letterhead - 8.5 x 11" - 4/0 - 70# Opaque Text	\$ 95.86
Taken by: Ashley		
		SUBTOTAL \$ 95.86
		TAX
		SHIPPING \$ 0.00
		TOTAL \$ 95.86
		AMOUNT DUE \$ 95.86
	Letterhead - 8.5 x 11" - 4/0 - 70# Opaque Text	
\$ 95.86		

# EXHIBIT D1

## MAMAKATING FARMERS MARKET MISSION STATEMENT

The Mamakating Farmers Market's mission was created to provide multiple benefits with specific goals and outcomes:

- 1) **The Town:** Provide a venue that encourages **agritourism**, ecotourism, and historical tourism.  
**Goal:** Create economic sustainability for our vendors and our Town while preserving our cherished rural way of life.
- 2) **The Local Farmer and Artisan:** Provide a superior location for them to show case and sell their products.  
**Goal:** Help each local farmer and artisan vendor to succeed and sustain their chosen lifestyle.
- 3) **The Customer:** Provide an opportunity to buy locally grown, very fresh, highest quality, products for themselves and their family.  
**Goal:** Help our regional residents and visitors obtain healthier food, enjoy a healthier diet, and a healthier life.

The **Mamakating Farmers Market** is a project of the **Mamakating Local Development Corporation** ([www.visitmamakating.org](http://www.visitmamakating.org))

## EXHIBIT D2

### ABOUT US

The first Farmers Markets were held 5000 years ago along the Nile River.

The first Farmers Market in the US was held in Boston in 1634.



The first

Farmers Market in the Town of Mamakating (the township in Sullivan County, NY) was held in 2019. It has continued each Friday through the summer months since its inception.



first

The Market is held on the lawn in front of the Town Hall in the fertile Mamakating valley, home to the largest wetlands in Southeastern NY (The Basha Kill). Market goers view the majestic Shawangunk Mountains rising in the east and watch the sun set over the foothills of the wildlife rich Catskill Mountains rising to the West.

The Mamakating Local Development Corporation (MLDC) founded the market to provide fresh, healthy, locally produced farm and home-produced products for our residents and visitors. The MLDC's mutually important objective is to help our local vendors succeed financially to preserve our rural way of life and create economic sustainability for the Town.

**Our always friendly vendors look forward to seeing you at the market!!**





