



MINUTES
MLDC REGULAR MEETING 11-10-2022
Location: MLDC Office

ATTENDANCE: Present: Alex Goodman, John Lavelle, Dave Lybolt, Nicole Irwin, Fred Harding,
Guests Erika Malmgreen and Katrina Wolenski

Absent: Kelly Teacher

CALL TO ORDER – 6:05 PM

RATIFICATION OF E-VOTES AND PRE-APPROVED EXPENDITURES:

✓ **E-Votes**

Approval of 2023 budget

Approval of Erika Malmgreen and Katrina Wolenski for submittal to Town Board for appointment

Approval of Travel Guide Ad and Memberships

✓ **Pre-Approved and E-Vote Approved Expenditures**

Spenser Printing (Calendar) - \$5,760.10 (see Exhibit A1)

Sullivan Catskill Visitor Association Dues (MKDC 7 Mamakating Farmers Market) - \$200.00 (see Exhibit A2)

Sullivan Catskill Travel Guide Ad - \$2,550.00 (see Exhibit A3)

Action Taken: Moved Ratification of E-Votes and E-Vote and Pre-Approved Expenditure: John Lavelle
Second: Nicole Irwin Vote: Unanimous

MINUTES: Approval of Regular Meeting of 10-13-2022

Action Taken: Moved Acceptance: John Lavelle Second: Dave Lybolt Vote: Nicole Irwin Abstained (Not at meeting) otherwise Unanimous

TREASURER'S REPORT (Bookkeeper JGS, CPA):

✓ Bank Balance – Checking - Operating Acct. as of 10-31-2022: \$24,183.71 (see Exhibit B1)

✓ P & L – Checking – Operating Account Year to Date 10-31-2022 –(see Exhibit B2)

✓ Balance Sheet – Operating Account – as of 10-31-2022 (see Exhibit B3)

Action Taken: Moved Acceptance: Alex Goodman Second: Dave Lybolt Vote: Unanimous

✓ **SINCE 10-31-2022**

Additional Deposits

None

Total = \$0

Outstanding Checks

Spenser printing for Calendars - \$5,760.10

Sullivan Catskills Visitors Association Dues for MLDC and Mamakating Farmers Market - \$200.00

Sullivan Catskills Travel Guide Ad - \$2,550.00

Total = \$8,510.10

Available Balance as of 11-7-2022

\$15, 673.61

Encumbered

Bookkeeping - \$300

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

Nugent...Audit - \$6,000

Total = \$7,800.00

Unencumbered Balance as of 11-7-2022

\$7,873,61

PRESENTATION OF NEW BILLS

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

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

Vote: Unanimous

COMMITTEE REPORT

FINANCE

✓ Per instructions, submitted to Town and Accountant for filing with State.

✓ Advertise for PT (1099) Executive Director

Action Taken: John Lavelle and Fred Harding drafting ad for PT (1099) Executive Director for review and approval by Board.

D&H TRANSPORTATION HERITAGE COUNCIL (Dave Lybolt)

GRANTS (Fred Harding, Etal)

CALENDAR (Production 2023-Kelly Teacher): Issue with new ad not in Calendar from one Sponsor and Dissatisfaction with photo from another sponsor.

Action Taken: Moved that sponsors will still receive benefits of distribution and no funds to be returned: John Lavelle Second: Alex Goodman Vote: Fred Harding recused/excused himself do to relationship with one of the sponsors, otherwise vote was Unanimous.

TRAIL APPS (Kelly Teacher, Fred Harding). Reorder of Rack Cards?

Travel Story's advised printing is same as quote hourly charge for artwork change.

Qty 250 - \$174.38: Qty 500 - \$271.25: Qty 200 - \$310.00

Spenser

Qty 500 \$95.34 Qty 1000 \$153.84 Qty 1500 \$213.03

Kelly believes she can provide artwork to avoid additional charges.

Action Taken: Moved to purchase 1000 at \$153.84: John Lavelle Second: Alex Goodman

Vote: Unanimous

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

✓ Creation of email blast list for Farmers Market

✓ Market Manager

Action Taken: None taken.

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

✓ Nugent and Haeussler

✓ MLDC Logo

Action Taken: Katrina Wolenski volunteered to create new logo designs for Boards approval

ADJOURNMENT at

Action Taken: Moved approval: Jon Lavelle Second: Alex Goodman; Vote: Unanimous

EXHIBIT A1



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

 No: **68073**
 Date: 10/26/22
 Customer PO:
 Customer No: 4140

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

Quantity	Description	Amount
3,000	2023 Calendar - 24 pages (6 sheets of paper) - 80# silk text plus cover on 100# gloss cover, 4/4 - stapled and folded to 11"w x 8.5"h	\$ 5,458.08
1	Design and Layout Additional - Estimated between \$300-\$425	\$ 302.02
Taken by: Jess		SUBTOTAL \$ 5,760.10 TAX SHIPPING \$ 0.00 TOTAL \$ 5,760.10 AMOUNT DUE \$ 5,760.10
\$ 5,760.10	2023 Calendar - 24 pages (6 sheets of paper) - 80# silk text	

EXHIBIT A2



15 Sullivan Ave., Suite 1
P.O. Box 248
Ferndale, NY 12734
Phone: 845-747-4449

INVOICE

DATE	10/01/2022
INVOICE#	5589
CUSTOMER ID	3147

BILL TO

Fred Harding
Mamakating Local Development Corporation
PO Box 761
Wurtsboro, NY 12790
(845) 820-2932

DESCRIPTION	AMOUNT
2022 Mamakating Farmers' Market (Child): Dues (Attractions: Retail)	\$100.00
2022 Mamakating Local Development Corporation (Parent): Dues (Tourism Supporter)	\$100.00
<hr/>	
Subtotal	\$200.00
TOTAL	\$200.00

EXHIBIT A3



15 Sullivan Ave., Suite 1
P.O. Box 248
Ferndale, NY 12734
Phone: 845-747-4449

INVOICE

DATE	10/25/2022
INVOICE#	5651
CUSTOMER ID	3147

BILL TO
Fred Harding
Mamakating Local Development Corporation
PO Box 761
Wurtsboro, NY 12790
(845) 820-2932

DESCRIPTION	AMOUNT
2023 1/2 Page Travel Guide AD	\$2,550.00

Subtotal \$2,550.00

TOTAL \$2,550.00

EXHIBIT B1

10:26 AM

11/03/22

Mamakating Local Development Corporation Reconciliation Detail Jeff Bank 9109420, Period Ending 10/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,483.71
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/26/2022			X	700.00	700.00
Total Deposits and Credits					700.00	700.00
Total Cleared Transactions					700.00	700.00
Cleared Balance					700.00	24,183.71
Register Balance as of 10/31/2022					700.00	24,183.71
Ending Balance					700.00	24,183.71

EXHIBIT B2

10:27 AM

11/03/22

Cash Basis

Mamakating Local Development Corporation Profit & Loss January through October 2022

	Jan - Oct 22
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
Total Income	39,086.66
Gross Profit	39,086.66
Expense	
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	115.00
Office Supplies	388.71
Outside Bookkeeping Service	1,050.00
Summer Camp Program Expense	850.00
Travel Story Trail App	1,500.00
Total Expense	18,114.12
Net Ordinary Income	20,972.54
Net Income	20,972.54

EXHIBIT B3

10:28 AM
11/03/22
Cash Basis

Mamakating Local Development Corporation Balance Sheet As of October 31, 2022

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Jeff Bank 9109420	24,183.71
Total Checking/Savings	<u>24,183.71</u>
Total Current Assets	<u>24,183.71</u>
TOTAL ASSETS	<u><u>24,183.71</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	35,000.00
Unrestricted Net Assets	-31,788.83
Net Income	20,972.54
Total Equity	<u>24,183.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>24,183.71</u></u>

EXHIBIT C1



Date 11/08/2022

Mamakating Local Development Corp.
2948 Rt. 209
Wurtsboro, NY 12790

Client No. 26114750.000 Invoice No. 663513

For Professional Services Rendered

E.I.N. 27-1728945

Accounting services for the month of November 2022

\$ 150.00

