



# CALLICOON BUSINESS ASSOCIATION

## 2023 Monthly Member Meeting | 05.23.23 MINUTES

Meeting date | time 05/23/2023 | 6:30 pm | Meeting location Seminary Hill, Callicoon, NY + Zoom

Meeting called by:	<b>Nicole Vallance</b> , President	Timekeeper:	n/a
Facilitator:	<b>Nicole Vallance</b> , President	Call to Order	<b>6:44 pm</b> by Nicole Vallance
Note taker:	<b>Lily Smith</b> , Secretary	Adjourned	<b>7: 12 pm</b> by Nicole Vallance

**Attendance: Officers:** Nicole Vallance, *President*; Zach Scheitlin, *Vice President*; Roy Harris, *Co-Secretary*; Lily Smith, *Co-Secretary*, Tom Dent, *Treasurer*. **Executive Board Members:** Rosie DeCristofaro; Thong Keokham. **Guests:** Gina Fenton, Genia Brodyn, Monica Weir, Kayce Drasher. Zoom: Wendee Greene

### AGENDA TOPICS

Agenda topic President's Report | Presenter Nicole Vallance

- Call to order (pass sign in sheet)
- **Senator Oberacker Visit** | Recap: We had a great meeting with Senator Oberacker and his staff member Camille O'Brian. Due to a last minute press conference in Roscoe in response to the recent tornado(s), the visit was understandably delayed from 3pm to 5pm, but the team still made time to spend several hours in Callicoon.
  - o We toured Lower Main Street, prioritizing businesses that had not been previously visited, starting at Creek House Grill, then to Lee Hartwell Antiques, Peppino's, Spruce Home Goods (closed) Callicoon Wine Merchant, Peppino's and Seminary Hill Cider for a distillery tour with orchard manager and cider maker and dinner. He spent a considerable amount of time with everyone before our meeting moved to Seminary where it concluded. Thank you notes were sent to the Senator and Camille.
  - o We were glad to be able to make this happen, particularly given some businesses' frustration around March's closed meeting with the Byway, when the CBA were not permitted to invite additional guests.
  - o This visit was made possible with the help of Roberta Byron-Lockwood and Herb Clark of the Sullivan Catskills Visitors Association, whom I reached out to after the Senator's previous visit. Thank you!
- **CBA Code of Conduct** | Given several issues that have arisen at meetings within our membership these past few months, and the negative consequences of certain interpersonal behaviors, it has become clear that we require an Association-wide policy to ensure all members, volunteers and vendors keep our meetings, events and dealings with the community professional and respectful to all.
  - o A DRAFT Code of Conduct document pulling from best practice templates from national organizations has been created. (draft is circulated) This was reviewed by the CBA Board at the earlier Board Meeting and will be revised with comments and ideally shortened to 1 page.
  - o As we have a very full agenda today, Nicole will revise and present an updated draft at the next CBA General Member Meeting. (A copy will be included with this month's minutes for membership to review and provide feedback.)
  - o **Motion to move member review to next meeting. (Rachel) motion 2<sup>nd</sup> (Roy). All approved.**

Agenda topic Secretary's Report | Presenter Lily Smith

- **Motion to approve 03.28.23 Minutes (Roy) 2<sup>nd</sup> (Rosie) All approved.**

- There is not a quorum present that had attended the 4.25.23 meetings and read the minutes to approve.
  - **Motion to move vote to next General Member Meeting on 6/27 (Roy), 2<sup>nd</sup> (Rosie). All approved.**

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Agenda topic Treasurer's Report | Presenter *Tom Dent*

- There is \$17K, much in restricted funds. We're solvent right now.
- **DVAA Grant:** We just received \$2,500 for Artwalk.
- **Purse Bingo** | The event netted \$2,600, which is great for a first May event. This is a testament to Tanyia Vannatta.
  - Tanyia will not be available for the November Purse Bingo, but will help us organize. Any volunteers for November? Nicole and Gina will help, but need a few more volunteers.

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Agenda topic Train Depot Update | Presenter *Nicole Vallance & Wendee Greene*

**Important:** Please note that wifi interruptions were many and all of what Wendee Greene said may not have been heard or transcribed accurately. She has kindly amended the content below to fill in the gaps to the best of her ability.

- We are joined by Wendee Greene, President of Callicoon Depot Inc. Wendee has a meeting at 7pm so we're moving the Depot update at the top of agenda.
  - **Motion to bump Depot to top of agenda – All approved**
- **Architectural Plans** | The project Partners CBA, CDI & UDSB have discussed exploring the option to move forward to seek out and hire an architect to create site restoration plans and updated project budget using funds out of the remaining 'Silver Feather' balance to get the DASNY grant monies released more quickly. We had previously intended to use a portion of the DASNY grant for architectural plans as it is permitted and retain the Silver Feather money to have more flexible funding on hand for other expenditures and emergent repairs since we have limited project funds. However, this requires provisional approvals from State and Federal grant sources and the process would move more quickly with full plans on hand.
- **Public Outreach** | We are planning a public Town Hall concerning Depot to update the entire community and get necessary community feedback.
  - We're setting a date (which will be publicized) where the project will be discussed positively with a professional facilitator.
  - We're also looking for additional ways to receive feedback and engage the public, such as a suggestion box and physical bulletin board at Depot.
  - The public is encouraged to call & email the CDI: ([www.callicoondepot.org](http://www.callicoondepot.org) for contact info.) We want to engage a more diverse segment of the population. Volunteers who would like to be involved don't have to commit to being board members.
- **CDI Board Terms** | There is confusion about board terms ending in June. While our original board started in June 2021, inaugural BoD terms will end with the next elections.. Next elections will be in January 2024. As we did this past election cycle, we will do public outreach before that.
- **Depot Clean Up** | Had good clean up day with UDSB's help. Spruced up space - from front to back. There are still many necessary (surface) repairs to exterior, which will be included in the renovation as doing them separately isn't cost effective and there are many. We have limited funds and lots to do. (fix downspouts, broken windows, columns, walkway paving, stage etc.)

- o Gina: biggest feedback “have to do the roof” otherwise there’s no hope. Tom agrees.
  - WG: CDI had professionals come in last year and did patches on problematic areas. Roof will need to be replaced – not repaired. Government money will have to be released first. WG encouraged Gina to be in touch and act as a conduit for community members who may not reach out to wg directly. WG: A comprehensive design plan, budget and timeline are required to activate the DASNY funds. HhIt is prudent to hire an architect to get that money released. In the meantime, the CDI wants to move forward with one bathroom stall remodel. The building has a temporary CofO in place to allow people in for Country Fair. Randy Bushart, our Depot Historian, has an extensive collection of memorabilia that he’ll transport for the event.. Additionally, a 1920 railway express automobile will be displayed outside.. It’s a great for photo opp. Also, we are moving forward with the fence plan, which is nearly approved by the railroad.
    - NV: We haven’t seen anything on the bathroom piece yet. Any plans will have to be sent over to CBA first for review and approval.
      - WG: Yes, of course. We will send a proposal over when ready.
- **Exterior Beautification** | We have procured outdoor place-holder tables and chairs on the upper main street side. Parking: We have no intention of disrupting parking for this season (even though it’s not sanctioned parking). Obviously, there were ideas about exterior design, they were ideas. Everything moving forward will be informed by community needs and wants. We have more work to do in that regard. Some people here and listening now can be advocates in that regard We’re all volunteers, and the CDI is focused on the community’s needs.
- **Next Steps** |
  - o NV: Please send plans/proposals to the board to discuss when you have them. Ideally, before any more mention is made of these items publicly.
  - o NV: We’ve received the proposal for WiFi covering 7500 sq. feet around Depot. The equipment cost is approximately \$599 and the CBA took an vote via email to make a donation to directly cover the cost.
    - **Motion to contribute \$599 to Depot Wifi Equipment (Rosie), 2<sup>nd</sup> (Zach). All approved.**
    - WG: Wifi can be in as early as 2 weeks from now. Leo Schmitt (CDI Volunteer) will do the installation with Eric Feinblatt and Evan Eisenberg. \$599 for equipment. Will have WiFi for country fair vendors, etc.
- **Public Comment:**
  - o Gina: If the roof is not replaced, the structure is not going to be salvaged.
    - NV: I agree the roof should be patched and watertight, so there is no more damage, but replacing the roof first creates a problem, because contractors will likely need access from the roof for HVAC, running lines, adding insulation, etc. Otherwise, they have to go in from the inside and the ceiling will probably need to be ripped down. Please keep in mind that there needs to be a renovation with all systems upgraded to the ‘office side’/ 60% of the building. All upgrades should be planned together, as they affect each other. While we individually may have some experience with renovations, we are not contractors or architects. The project needs to be evaluated and planned in a holistic way, and this has to be done by an architect.
  - o WG: We don’t think it’s advisable to do crowdfunding right now, but it’s a consideration for the future.t. While we need to get those DASNY funds released, there is clearly a perception that this one thing is holding up everything else . In fact, we do have physical improvement plans and

programming for this season; these are not stopping other things from happening. More than one initiative can happen at the same time.

- o Genia: Any money now that Depot can work with now?
  - WG: \$54K remains of \$75K Silver Feather award for Depot pre-development. Some will be allocated for hiring an architect and making sure the stage is stable for people to walk on. (NOTE: Silver Feather money has specific uses and must relate to the aesthetic improvement of the site – professional planning and technical assistance are allowable)
- o Genia: When is Town Hall meeting happening?
  - WG: We're working on this including who should be involved in properly preparing and promoting it to get wide attendance. (Update: date will be released soon, likely the first week of August)
    - o Genia: I'd like to be involved with these meetings –don't hesitate to call me.
  - Gina: If you actually started the project on the Depot people would be engaged. Something where we see renovation in motion.
  - Genia: Some kind of activity. With that and town meeting, folks should be informed. If you don't come then stop complaining.
- **Closing Remarks**
  - o WG: Thank you. Please don't hesitate to be in touch. You don't have to be a board member to be involved or be heard. 2/3 of space is to be used as community space.
  - o NV: Wendee, thank you for joining us. We're glad to have you at these updates and are look forward to seeing more of you. Thank you for making it a priority – we appreciate it.

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**Agenda topic** Marketing Committee | **Presenter** Zach Scheitlin

- **Social Media** | We're looking for a new social media. Tagging in everything to get the word out. Since Franny left it's been hard finding someone. Nicole has been picking up the slack, but we need a full-time person. Zach is exploring options and reaching out to Democrat.
  - o Nicole and Zach are working out an annual budget to see if we can raise the budget at Casino Night to hire a professional at full rate.
  - o Zach: Metrics – We're still getting a lot of engagement:
- **Website** | Lily is getting quotes for development of a new website. .

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**Agenda topic** Beautification Committee | **Presenter** Nicole Vallance & Rosie DeCristofaro

- **Meetings** | The First meeting is next Tuesday at 2pm. We will be going around to get donations for baskets. If you would like to order baskets please email [beautification.callicoon@gmail.com](mailto:beautification.callicoon@gmail.com).
- **Committee** | Clarification that Rachel Littman is Chair, with Jen McGlashen and Kendra Payne as Gardening Coordinators.
  - o **Motion to name Rachel Littman Chair of Beautification Committee (Zach) 2<sup>nd</sup> (Roy). All Approved.**
- **Hamlet Plan** | Focus on local and garden more abundant, since farming community, edible plants, finding ways bringing in growers (both farmers themselves).
  - o Reached out to local organizations Homestead, National Honor Society, Girls Scouts, Oak Rose Forest School, The Sanctuary.

- o Looking for support and youth engagement. Once the meeting date all will go out, we will set planting dates and calendar.
- o Baskets: Deciding raising price \$27 to \$30, given it costs. They are \$49.99 and DVFar & Garden gives us a generous discount that brings them to \$39.99.
  - \$30 per basket is confirmed with the balance paid by CBA.
- o Rosie: In the past when SR judges came around, their focus was on flowers / blooms, not so much plants.
  - NV: While they love blooms, this year they are focusing on native perennials. Want to see more landscaping and sustainable gardens. .
- **Lower Main Street Retaining Wall** | Zach is working with Tess on what it would cost to replace retaining walls by Pecks and Democrat - Reaching out to Mike Levine and others, looking for grants, creating a budget for a 2024 project. Work in a way when have time and energy. Long term because we have to get approval from the Railroad.
- **Planters** | NV: Number of planters are falling apart, made from pressure treated wood can't put edibles in them. Have to replace them and will whittle down the budget. Reaching out to the Job Corps. Thong will help facilitate. Jen is looking at sourcing premade ones. More soon.
  - o Rosie: Wooden planters Job Corps made have held up a long time and they have been very accommodating in the past. Job Corp took over renewal of planters. (Update: upon thorough inspection – all but 3 are beyond repair. These will be moved and we will replace planters.
- **Kids Gardening Workshops** | NV: Worked with the Library to set up workshop for kids this Saturday. Also on the library website and our social media.
- **Agway Coupons** If anyone is a member, please pick up an Agway discount card with Rosie.

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**Agenda topic** Events Committee | **Presenter** *Zach Scheitlin*

- **Callicoon Country Fair** | June 24<sup>th</sup> 10am – 5pm
  - o Date had to move because of a competing event in town (Farm House Project). Children's activities and Vendor Market at Callicoon Creek Park.
    - Not fair to Tanya who works so hard to make this happen to put her against a popular event like Farm House Project.
    - June 24<sup>th</sup> day after SW Graduation. Lots of parties going on, but it was the only other date available.
  - o Music scheduled all day.
  - o Talking to Butch Peters about Pony rides. There was an increase on Horse & Buggy rides so we should expect increases here as well.
  - o Gina: flyers, sandwich board to advertise country fair event. Diane and & I will help out on the day.
- NV: What is happening on the Depot Stage?
  - o Zach: The Depot has mentioned the stage may be unsafe.
  - o NV: Let's check it to see if we can still do a few performers and Seminary Hill and distilleries. Not having any activity in the center of town may not be received well by business. If it's unsafe we can't use it, but let's check.

- Zach: Some businesses want streets closed and the fair in town, some want it in the park because closed streets disrupts their business, some want more events, some less. There are always feedback on both sides – it's challenging.
- Zach: Radio ad recording this week and playing in local media stations.
- **Casino Night Fundraiser** | Saturday, July 29th [**Secretary Update: Date will now be September 10<sup>th</sup>**]
  - Location will be here at Seminary Hill.
  - Hope to bring in min. \$10K for Callicoon Marketing. rebuild website, more friendly calendar/directory, SM manager, etc. Hope to get from ticket sales, silent auction and chips.
  - Doug Doetsch, owner of Seminary Hill has generously sponsored the event venue for the night and given us discounted pricing on F&B and including a complimentary drink per guest. We have been working with Kayce to set it all up (thank you Kayce!)
  - Contracting with 21 Nights Rentals Event Co. Will be \$3800 for 7 regulation size tables, signage, chips, dealers and MC.
  - Could be substantial for raising money to pay for what we need to upgrade.
  - Z: will also advertise Casino Night at Country Fair. Valid to cross-pollinate events.
- **Artwalk:** We've received a \$2K grant from DVAA + sponsors will cover a lot of expenses. NV: the goal is to provide every artist a stipend.

**NEXT MEETING - June 27, 2023: 6:30pm Executive meeting / 5:30pm member meeting**

**MEETING CLOSING - Motion to Adjourn (Lily) at 7:44pm, 2<sup>nd</sup> (Roy). Approved Unanimously.**

### **Callicoon Business Association | Mission Statement**

Make the hamlet of Callicoon and surrounding areas a better place to live, work, play and visit by enhancing the economic, social and cultural opportunities of those who work, live in and visit here.

### **Callicoon Business Association | Objectives**

- A. To promote, encourage and enhance business in the hamlet of Callicoon.
- B. To assist businesses in providing improved services for customers and visitors.
- C. To preserve our cultural, historic and natural assets.
- D. To encourage cooperation among Members.
- E. To work with other businesses, hamlets, towns and municipalities within the Upper Delaware River Valley. To recognize and acknowledge special projects pertaining to the hamlet of Callicoon. To increase and improve the patronage to merchants in the hamlet of Callicoon and the surrounding area.
- F. To represent the position(s) of the business community in the hamlet of Callicoon to elected officials,
- G. community partners and outside organizations.
- H. To conduct activities including, but not limited to, advertising, promotion, fundraising and community service for the benefit of

### **Code of Conduct | General**

The success of our organization is dependent on the trust and confidence we earn from our members, volunteers, partners, and the community. We gain credibility by adhering to our commitments, displaying honesty, integrity and reaching goals through honorable conduct.

We all deserve to work in an environment where we are treated with dignity and respect. The Callicoon Business Association is committed to creating such an environment because it is what our members, volunteers, partners, employees, vendors and agents deserve, but also because it brings out the full potential in each of us, which, in turn, contributes directly to our success, encourages community participation and fosters respect in our community.

The Callicoon Business Association is committed to creating an environment at our meetings, events, committees, initiatives, and all organizational work that is free of discrimination of all types and from abusive, offensive or harassing behavior. Any member, volunteer, partner, employee, vendor and/or agent who feels harassed or discriminated against should report the incident directly to any CBA Executive Board Member or CBA Committee Chair.

All Callicoon Business Association members, volunteers, partners, employees, and/or agents are also expected to support an inclusive organization by adhering to the following conduct standards. This code extends to all participants and guests who wish to attend or participate in



## Callicoon Business Association, Inc. | CODE OF CONDUCT - DRAFT

Association meetings, functions, events, committees, projects, initiatives, and all other activities conducted by the Association:

- Treat others with dignity and respect at all times.
- Address and report inappropriate behavior and comments that are discriminatory, defamatory, harassing, abusive, offensive, or unwelcome.
- Foster teamwork, collaboration, and participation, encouraging the representation of different perspectives and backgrounds.
- Seek out insights from persons with different experiences, perspectives, and backgrounds.
- Avoid slang or idioms that might not translate across cultures.
- Support flexible meeting arrangements for co-workers with different needs, abilities and/or obligations.
- Confront the decisions or behaviors of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.

The Callicoon Business Association will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive, or unwelcome.

### Code of Conduct | CBA Members

As Members of the Callicoon Business Association [CBA], we recognize that membership is a privilege and that a membership brings with it the responsibility to assure that all members understand and commit to the following code of conduct. The code of conduct shall, without limitation, require members and volunteers to:

1. Abide by the Bylaws of the Callicoon Business Association, its Policies and Protocols of Operation for any applicable programs of the Association. The Bylaws serve as the governing document for all programs and will supersede all other documents.
2. Refrain from publicly disparaging the business practices of fellow Association members, volunteers, partners, employees, vendors and/or agents, refrain from condoning or engaging in misrepresentation or unethical practices.
3. Conduct business and professional activities in a reputable manner so as to reflect honorably upon the business community and fellow Association members, volunteers, partners, employees, vendors and/or agents.
4. Respect the reputation, profile, and status of the Callicoon Business Association, and represent the Association accordingly.
5. Understand, support, and promote the Vision and Mission of the Callicoon Business Association and cooperate with fellow members, volunteers, partners, employees, vendors and/or agents, in the application of this Code of Conduct.



## Callicoon Business Association, Inc. | CODE OF CONDUCT - DRAFT

6. Whenever reasonably possible, participate in the functions and activities of the CBA, and promote the enhancement of business growth and community enhancement within the greater Callicoon area.
7. Refrain from engaging in any practices prohibited by law or seeking unfair advantage over fellow CBA members and conform to all laws established by Municipal, State and Federal governments for the control of said business, where applicable.
8. Respect the role of the Callicoon Business Association Executive Board, Committee Chairs, Volunteers, Employees, Vendors, or any Agent of the Association.

The failure to adhere to the professional and community standards and obligations of the Callicoon Business Association, as outlined above, and defined in the CBA Bylaws, can result in the termination of membership.