



CALLICOON BUSINESS ASSOCIATION

2023 Monthly Member Meeting | 07.25.23 MINUTES

Meeting date | time 07/25/2023 | 6:30 pm | Meeting location Callicoon Caffe, Callicoon, NY + Zoom

Meeting called by:	General Member Monthly Meeting	Timekeeper:	n/a
Facilitator:	Nicole Vallance , President	Call to Order	6:32 pm by Nicole Vallance
Note taker:	Lily Smith , Co-Secretary	Adjourned	7: 12 pm by Nicole Vallance

Attendance: Officers: Nicole Vallance, *President*; Zach Scheitlin, *Vice President*; Roy Harris, *Co-Secretary*; Lily Smith, *Co-Secretary*. **Absent:** Tom Dent, *Treasurer*; Rachel Littman; **Executive Board Members:** Rosie DeCristofaro; Thong Keokham, Rebecca Tharp **Guests:** Matthew Bliefernich, Tanya Vannatta. **Zoom Guests:** Wendee Greene, Laura Moran (6:50pm due to wifi issues)

AGENDA TOPICS

Agenda topic President's Report | Presenter Nicole Vallance

Call to order 6.32pm (Pass Sign-in Sheet)

- **CBA Code of Conduct**
 - **Motion to Adopt CBA Code of Conduct. (RD) 2nd (ZS) – Approved Unanimously**

Agenda topic Secretary's Report | Presenter Lily Smith

- **Minutes** | Review + Adopts Member meeting notes - posted and sent out a couple weeks ago.
 - **Motion to accept 06.27.23 Member Meeting Minutes (RH), 2nd (RD). Approved Unanimously**

Agenda topic Treasurer's Report | Presenter Tom Dent (*absent*)

- Tom is not with us so we'll forego Treasurer's report today.

[Since Wendee Greene has joined us on Zoom now we'll skip ahead on the agenda to review the Depot update.]

- **Motion to skip to Depot Update (Rosie), 2nd (TK). All approved.**

Agenda topic Depot Update | Presenter Wendee Greene, *CDI President* + Nicole Vallance

Wendee reports:

- **Depot Fencing** | With the help of Job Corps the fence is up.
- **Plaza** | New café tables & chairs have been purchased + Wi-Fi has been activated at the Depot. There will be no usage constraints. Guest Password is posted to the Bulletin Board on site.
- **Stage** | The stage is in progress. A structural engineer, Wess Illing has been engaged to evaluate site, report forthcoming; thereafter, together with the CBA, we'll determine next steps. The Job Corps Center has generously offer to partner with us on this project.
- **DASNY Grant** |
 - **SEQR** | (NV) This was submitted 2 months to our rep and we have received sign off. Thank you to our code enforcer Kris Scullion and the Town of Delaware Planning Board for helping the CBA obtain the necessary 'negative determination' required. [note: this is a negative determination on environmental impact to the

project on the site] We are now working on the SHPO review with the help of the CDI. [SHPO is State Historic Preservation Office]

- **SHPO** | WG: We're about two days out to having SHIPO ready & look forward to receiving their comments.
- **Grant Disbursement Agreement** | A pro-bono architect has offered to help update project costs to get ahead of the financial review requirements for the GDA [note: next step after SHPO approval] – to prepare comprehensive design plans, a line item budget and timeline for construction - all based on being able to open the visitor center. Funders want to know what it will cost to actually open. The focus is on making that happen – which includes plumbing, heating, roofing, etc. They need to know the grant + money on hand can satisfy the basic requirements. We'll likely need another \$500K to complete entire site how we'd like to. That lift we'll work on after the initial build out, as were always intended to be pater phases. – this budget is based on a \$250K budget.
 - WG: In a recent conversation, a County Legislator stated that he has heard that DASNY grants have been delayed, some as long as 3 years. We'll advocate for speeding that up. Richard might have political pull to speed that up.
 - NV: This is news to me. Whom at the legislature said DASNY grants are running three years out? And have you confirmed this with our DASNY reps?
 - WG: George Conklin [note: our District 5 Sullivan County Legislator)
 - NV: Where did George get three years? I'll inquire directly from the agency. Our representative from DASNY will have this information. I will ask when we submit our SHPO submittal.
- **Repair + Maintenance**
 - **Pest Control** | Morgan O'Connor submitted a pest control report: There's a wasp nest under the Depot bench. It will be dealt with in an ecologically minded manner.
 - **Broken Window** | With regards to the rear window: we've submitted to Nicole today a proposal for quick fix for the window. For those that may not know, there's a very large window that is broken. Rather than spending a lot of money before construction, for \$370 we can cover it with plywood, trim it and paint it to match the color green of the building. There's currently wood on other side of glass.
 - **Motion to approve \$370 for temporary window fix and \$100 for Lally column (Rosie) 2nd (TK). All approved.**
 - **Rear Overhang** | We are in the process reinforcing until the entire area can be repaired properly. We have added on lally column so far. Can we allocate fund from the Silver Feather funds (approx. \$100) for a second Lally column?
 - This seems prudent. Please send us the quote for the column.
 - **Motion to allocate up to \$100 (pending invoice) to purchasing another support. Approved.**
- **Bathrooms** | (WG) We're getting an architectural design for a one-stall bathroom in addition to the existing 3 stall design.
 - Zach: is the design to do the bathroom part of phase I of construction?
 - WG: It will be designed based on existing design, which included three stalls.
 - ZS: So you will design the space with three stalls vs. one stall? Who needs to approve one stall? Why do we need to do that? We don't want to bring someone out for a project that may or may not happen.
 - W: We will see if we can start with one on the stalls to get a bathroom functioning sooner using available funds, and add the 2 others during the biller renovation, if it is feasible and CBA approves the provisional budget
 - Matt: if you're looking to renovate an existing bathroom space, and funding is present, the next step is hiring a contractor. If the CBA is open to it, Job Corps can possibly do the renovation for free, that is, if the materials are paid for. We'll need to collaborate with Jason Naugle to bring instructors down and get a materials list together.
 - WG: We'll get the plan to Nicole of single bathroom and we'll follow-up with Matt.
 - Matt: let me take a look at the three stalls plan and also the one.
 - NV: I just want to point out that all systems will likely require upgrading, (HVAC, Plumbing, electrical etc.) so let's make sure were not spending money now just to redo some of the work to add all the bathrooms or other systems later. Whatever provisional fixes were looking at, let's ensure a qualified architect and our engineer first look at the project globally to make sure we are using our budget efficiently.

- Matt: We can't do HVAC, but there are other parts of the renovation such as the stage, bathrooms and some electrical that we likely can help with and help reduce your labor costs.
- WG: A plumber will come in to make sure there's a way to get water to allow the bathroom to function. We're considering a fix to only serve the bathroom and not risk flooding in any other part of the building.
- **Public Outreach** | Depot Town Hall at the Delaware Youth Center on August 1st at 6pm. We look forward to seeing you all there.
 - Roy: I just want to point out that if we need to have some answers at the Town Hall meeting.
 - (NV) I will reach out tomorrow to get the information straight from our representative.
 - WG: we will definitely be ready to have answers that will definitely come up. Richard, Nicole and Wendee will meet tomorrow 7/26 to discuss Town Hall plans.
 - Zach: how long will it take for the pro-bono design to be done?
 - WG: I don't know yet - he's on vacation until next week.
 - Rosie: talk about the set-up of the room.
 - WG: We have been suggesting rather than standard three people at front, we set up as rectangle where everyone is facing in, but without knowing what the attendance will be it's difficult to do that. We've not had a robust response to the event so attendance is not clear. We don't know how many people will show up. So, the set up of the room will have to be standard. Richard, Nicole and WG will present and possibly Depot Historian, Randy Bushard will be there to present some history of the town and depot. We will ask that questions be submitted in advance.
 - Laura: I don't think people have a lot of information about the project, if you do that, they won't be able to ask questions.
 - Roy: Do we have something to send asking for attendance registration?
 - NV: There is a Facebook invite. It and the meeting announcement listed an email to forward any questions in advance.
 - Rebecca: Will you three accept questions?
 - NV: The idea is to share curate information on the project, goals, grants, timelines etc. upfront. There should be a section to talk about how the existing goals that have come out of project 'visionings' over the years, but should have an opportunity for current/updated feedback/suggestion/questions. We also need to provide an organized way for guests to submit questions at the meeting for the panel to answer and hopefully can also plan for some time at the end to take questions that haven't already been addressed.
 - ZS: To Laura's point, people think they know details that aren't accurate (or partially) and those who don't know many details. Even informed people now might have more questions at the meeting. It might be better if questions are taken in advance, that way avoid them standing up and dealing with a mob mentality.
 - Rosie: You can have a greeting table for asking questions.
 - ZS: Please submit email with questions in advance if possible.
 - NV: There will always be people asking questions (at the meeting). We'll have question cards available for guests to submit and set points in the evening where questions will be answered. Volunteers can collect and give to moderator to organize to consolidate repeat questions.
 - ZS: I picture the room will be very crowded. Standing room only. I'd like to see as many questions submitted in advance as possible.
 - Roy: We are the ones giving out index cards.
 - WG: We'll have opportunity to explain timeline, which is all contingent on funding. The big question is "when will this happen?" We'll let them know what we have agreed on and info available.

Agenda topic Events Committee | **Presenter** Zach Scheitlin & Tanyia Vannatta

- **Callicoon Country Fair** | July 29th
 - The event will take place 10a - 5pm in Callicoon Creek Park. It is being held in the park this year partly because needed repairs meant we couldn't activate stage at depot. Also we have had suggestion over the past few years no to close the streets. We had planned to have music and some vendors in the depot, but unfortunately the stage issues made this unsafe.
 - More vendors registered on the previous date, but many were able to do the new date + we also received some additional that couldn't make the prior date, so all spots will be full. We're expecting good turnout. The event has been all over Bold Gold media air waves.

- **Casino Night Fundraiser** | September 10th to raise \$ to build out operations infrastructure, website, take a little off everyone's plate. More details to come. Working on sponsorships and hopefully will be able to launch once Country Fair is done. [Update: Casino Night has been postponed to Q2 2024]
- **Art Walk 2023** | October 8th
 - **Details** | The main performance day will be Sunday this year vs. the historical Saturday day of events in deference to Narrowsburg changing their Logging Days date. Were planning a whole weekend event. In our favor is Sunday's Farmers' Market which already brings many people to town.
 - **Committee** | Rachel Littman and Rebecca Tharp will be taking on Artwalk this year.
 - The Committee has started planning and a lot of the production planning is plug-and-play, as we have great lists of local artist, musicians and vendors. We also have a lot of promotional material from past years, so we can update instead of reinventing the wheel.
 - Krissy Smith and Tanyia have been very helpful bringing the team up to speed.
 - NV: Wendee, the CDI boards have a lot of new members with arts and events background and an interest in arts programming, can you ask if any of them would like to volunteer to work with the committee.
 - WG: It was brought it up at a past meeting. We plan to have the closing event for 'Tell me Your Secrets' on last day of Art Walk. Talking to Tom Bosket activating freight room and he would be only person inside. He can explain his vision.
 - ZS: Please send info to Events.callicoon@gmail.com, so we can include in all collateral.
 - **Ideas + Programming**
 - Laura: Oct First Friday has three Nobel Laurates; We are planning to work with 2023 Sullivan County Poet Laureate, Sharon Kennedy-Nolle (also named to Academy of American Poets Laureate)
 - ZS: Last year's 'Pop-up Selfie' Station was very popular. What do you think about a similar workshop at the Library?
 - Laura: Tom has the software. I'll see if we can try to do again, interactive art.
 - WG: I'm working with nascent Artist Residency n Jeffersonville, if anyone know people who can benefit from residency. Regarding Artwalk, please let us know if artists coming to town and need a place to stay - can likely arrange their stay at the residency.

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

- **Social Media Manager** | We have met with a great new Social Media Manager, Sarah Halpern, that is working with a few other local brands. She has a decade of experience in PR and marketing in Chicago and NYC, but now calls SC home. She's generously agreed to take on the role on trial basis at a preferred rate in line with our budget to help promote the community and our small businesses. Will begin late September.
 - Background SM, marketing and advertising. More energetic, might take it into new direction. More engaging she understands analytics, aware copycat approach. Testing soon. Will start TBB – but soon

Agenda topic Beautification Committee | **Presenter** Various

- **Committee:** ZS: This was rebuilding year, with a few new volunteers stepping up to help. We weren't going for any awards this year as in years past, but we've got some beautiful baskets with an edible plants theme, have cleaned up Callicoon Creek Park, have new planters being built, and have Wood chips for Chipmunk Court and mulch for the rest of the bed being generously donated by Hoefer Lumber. (thank you!)
 - Rebecca: Baskets look great
- **Main Street Planters:** The current planters which were built with the help from the Job Corps 15+ years ago were sorely in need of replacement.
 - Our former Beautification Chair had been replacing these a few at a time starting at the Bridge Street side of Lower main street starting in 2019. They are beautiful commercial concrete composite planters. However, this year many if not all of the remaining wood planters need to be replaced. We priced out using the same type, but as they were special order and approx. \$700+/each, making ordering 8-12 of out of our budget.
 - Our Beautification Committee sourced similar planters in June available at Lowe's but when they arrived, unfortunately they were not suitable and were returned.

- Job Corps has generously volunteered to have their Carpentry Students build new planters in the same style as the ones currently on Lower Main Street. We are very grateful for this help and we will provide materials. This will take a few weeks.
 - Matt: need to know how many planters you want
 - I told Andrew planters and will follow up. Maybe we can do 12 – will check materials budget.
 - N:V New Planters will not be pressure treated so we can have eatable plants or flowers.
 - One of the planters at Depot (\$700) will be re-appropriated.
- **Agway 20% Coupons** | Reminder that these coupons expire July 31, 2023.

Agenda topic Announcements | **Presenter** *Nicole Vallance*

- **Grover Herman Hospital Auxiliary Chicken BBQ Fundraiser** | August 5th at Hortonville Fireman’s Pavilion
 - Tess McBeath is taking ticket orders, please email her at delawaretownclerk@hvc.rr.com
- **CRISP Invasive Species Workshops at Callicoon Riverside Park** | Saturdays, 9am-12pm on 8/12, 8/19 & 26
 - Please see @VisitCallicoon on Instagram for event and registration information.
- **NO CBA Member Meeting in August.** Events + Marketing Meetings will take place on regular schedule.

Agenda topic Public Comment

- **Job Corps** | Delaware Valley has two new programs. We’re especially focused on PCT (Patient Care Technician), open late in Fall. Get word out, DV Job Corps not always opportunity for locals. Changing that. Talking with Sullivan West, bus from Job Corps and home so don’t have to be residential. Lot of new opportunities coming and modernizing all around. A trading partner with local business and opportunity of choice. Get word out. Come by and tour.
 - Z: Can Job Corp table our vents, i.e. Country Fair?
 - Matt: yes. TK will take care of that.
 - NV: When is the next community breakfast?
 - TK: September, will post
 - Matt: Career Fair in August. More info to come.

NEXT MEETING - September 26, 2023: 6:30pm

MEETING CLOSING - Motion to Adjourn (Roy) at 7:17pm, 2nd (Rosie). 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 volunteer and/or 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, harassing or disruptive 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 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 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, unwelcome, or disruptive.

- Foster teamwork, collaboration, and participation, encouraging the representation from persons with different experiences, perspectives, and backgrounds.
- Avoid slang or idioms that might not translate across cultures.
- Where possible, support 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, unwelcome, or disruptive.

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.
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 revocation of membership and/or exclusion from participating in Association Meetings, Events, Committees and/or Initiatives going forward.