



Monday, August 26, 2024

Gateway Visitors Center

Schuylerville, New York

MISSION STATEMENT

The Partnership's mission is to preserve, enhance and develop historic, agricultural, scenic, natural and recreational resources and the significant waterways within the Partnership Region. Through the tradition of municipal home rule, the Partnership will foster collaborative projects with pertinent non-profit and governmental entities with an emphasis on both agricultural and open space protection, economic and tourism development and interpretation of our natural and cultural heritage.

BOARD MEETING AGENDA – 9 am

Call Meeting to Order – Tom Richardson

Secretary's Report – Joe Durkin – June 2024 meeting minutes (sent by separate e-mail)

Chairman's Report – Tom Richardson

- GVC as 250 Celebration headquarters/office – Approval of the draft Collaboration Agreement. As discussed at the April, May and June Board meetings, Saratoga County is interested in utilizing the GVC as part of the 250 Celebration and after that. We have had ongoing discussions with County about implementation. Together with the County, we prepared a draft Collaboration Agreement with rights of occupancy of ground floor, use/access to main floor and outdoor areas, collaboration on overall 250 Celebration. Interim drafts of the proposed Agreement were distributed to the Board as the Agreement was being prepared. Action for the Board is to approve the current near final draft of the Collaboration Agreement with a delegation of authority to the Executive Committee to make modifications which do not change the substance of the Agreement.

- Regional projects

Management of GVC – Kate Morse

- Staffing, days open, events: see GVC August Report below. Kate's report is being moved up because she has a time constraint. Also, operations of the GVC relates to the proposed Saratoga County Collaboration Agreement and will be part of the discussion of the Agreement.

Financial Report – Ed Kinowski, Drew Alberti

- Current account balance, income/deposits, expenses; see Finance Summary below.

- ESD grant Agreement implementation. 1st Reimbursement was received in full, \$67,790. As of date of this Agenda the 2nd Reimbursement had not been submitted. ESD extended the time for submission of additional reimbursement requests under the current grant agreement. This will enable payment of expenses to the effective date of the renewal/continuation of the ESD grant. Managing cash flow/payments with reimbursement will be an important matter; reimbursement takes 2 to 3 months.

-Future Budget for operations and the next ESD Grant draft prepared, see page 6 below

GVC Projects Report – Dave Roberts, Drew Alberti, Kate Morse, Ian Murray

- Tom Woods Memorial and landscaping – First portions of landscaping completed. Further discussion of memorial plaque, possible small boulder/stone with plaque - Saratoga Town may pay for it.

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- Interior displays proposed – indigenous people of the region, Champlain- Battenkill stories; how to continue (Cindy Wian committee)? (Kate Morse GVC Report below)
- Possible October display. For the 250th Lauren Roberts requests the GVC host in October the traveling exhibit "The American Revolution Experience" created by Daughters of the American Revolution and American Battlefield Trust. It is essentially a number of rollup banners (Kate Morse Report for link to information site)

Old Business

- Membership Meeting, regional projects

New Business

Finance Summary

Current Account Balances:

General Operating - \$ 13,584 (see 2024 summary below)

Special Projects; Tom Woods Memorial

This dedicated fund received \$5,000 in donations. Landscaping portion of project completed and expenses paid. Total \$7,000; \$5,000 from donations, \$2,000 from general operations. Does not qualify for ESD reimbursement.

Expenses and ESD Grant Reimbursement: (reimbursement only for expenses actually paid)

-First Request for Expenses April 1, 2023 to March 1, 2024, Total Reimbursement - \$67,790

-Included; Building maintenance/operations – \$22,790, Flatley Read - \$30,000, Hudson Crossing Park-\$15,000

-Remaining amount of current ESD grant; \$82,210.

-Second Request, Expenses paid from March 1 to date - \$51,998 (possible for request)

Includes; Hudson Crossing Park (GVC Management/Staff) - \$39,440, GVC projects - \$9,895, Routine operating expenses- \$2,663

General Operating Account 2024 Summary to date

Balance from 2023	\$ 4,509
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Income

Municipal contributions	\$50,000
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ESD Reimburse	\$67,790
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Total Income	\$122,299
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Expenses (-)

Administration*	\$30,000
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GVC Management/Programs**	\$54,440
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National Grid	\$ 1,399
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Water Management Board	\$ 580
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Maintenance/Construction	\$21,182
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Spectrum	\$ 1,099
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Bank fees	\$ 15
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Total Expenses	\$108,715
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Current Balance	\$13,584
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*Flatley Read, ** Hudson Crossing Park

GVC Report August 2024
submitted by Kate Morse

CURRENT GVC HOURS:
Tuesday & Wednesday, 10am – 1pm
Thursday - Sunday, 11am – 4pm

Events/Programming:

- Lake George Arts Festival classical music sampler and reception on 8/7: 50+/- attendees of all ages, many new faces. Fantastic event and both LGAF and the audience were very pleased with the performance/attendance.
- NYS Canals Recreationway Commission 50 year planning town meeting on 8/8: 60-70 attendees from throughout the region, many had never been to the GVC previously. Productive gathering and Canals was extremely pleased.
- Will have the GVC open September 11th for 250th Summit Farm Tour – working with Lauren Roberts to solidify details.
- Future events being worked on:
Musical performances by EarthBeat Music Studio, Schuylerville Central School, Greenwich Central School
Haunted History presentation – local historical society, other?

Admin work:

- Calculated the cost of increased hours for staffing as per Tom Richardson's request (see attached).
- Met with Partnership and County reps on 8/1 to discuss facility use agreement
- Lots of visitors before/after the Turning Point Parade on 8/4 – bathroom and water filling station were very popular!
- Continuing to promote events on social media, created a GVC page on the HCP website for ease of access/since many people seem to be looking there for info anyway. Will keep it updated with events and current hours.
- Moved all HCP materials in the basement into the "utility room" as per Tom Richardson's request.

Items for consideration/discussion:

- Display and exhibits: there a number of requests for potential display opportunities, both semi-permanent and temporary. We should have some sort of process in place to review and approve/decline offers in a timely manner.
Outstanding requests:
 - Champlain Canal Stories iPad kiosk from Todd Degarmo/Folk Life Center at Crandall Public Library: https://www.youtube.com/playlist?list=PL-q5rn8NWzQ2PssWetseJetpBj4_Ld2x
 - Lauren Roberts requests that the GVC host the traveling exhibit "The American Revolution Experience" created by the DAR and ABT for the 250th this October. It is essentially a number of rollup banners, which you can see here https://www.battlefields.org/american-revolution-experience-traveling-exhibit-tour#text_section_with_side_rail_9494

- First aid: This month we had a group of cyclists coming through desperately in need of an EpiPen for a member of their party having a severe allergic reaction. This raises the question of what potential first aid supplies it would make sense to have on hand. EpiPens are prescription-based, but a well-equipped First Aid kit that is easily accessible to staff, a public access AED (Automated External Defibrillator), and a Narcan Kit are worth considering. Both the AED and Narcan use are covered under NYS Public Health Law 3000-a which provides Good Samaritan protection.
- Regular maintenance needs (as outlined in the July 24th Saratoga Cooperative Agreement Draft email): As the building is seeing more use and with the expansion of the lower floor, there are basic maintenance needs (and associated costs) that should be on the radar including trash and recycling removal, cleaning service for both floors, landscape maintenance (mowing, watering, weeding), snow removal and sanding/salting when appropriate.

Proposed Increased Staffing Costs as per Tom Richardson's Request:

Original Budgeted Staffing:

Tuesday & Wednesday 10am – 1pm + Weekends from 11am - 4pm (April - May): 134 hours

Tuesday & Wednesday 10am – 1pm + Thursday - Sunday 11am - 4pm for the summer (June - August): 368 hours

Tuesday & Wednesday 10am – 1pm + Weekends from 11am - 4pm (September – December): 194 hours

Tuesday & Wednesday 10am – 1pm + Weekends from 11am - 4pm (January – March): 197 hours

Special Event Staffing: April – April: 85 hours

978 hours ANNUAL @ \$15/hour = \$14,670

Medicare and ss: \$1,122.25

Total: \$15,792.25

Village of Schuylerville Contribution: \$3,800

Total from HCP/Partnership funding: \$11,992.25

Proposed extended hours:

ANNUAL:

7 days a week/11am – 6pm (April – April): 2,555 hours

Special event staffing: 85 hours

2,640 hours @ \$15/hour: \$39,600

Medicare and SS: \$3,029.40

Total: \$42,629.40

Difference between budgeted and proposed: +\$26,837.15

Difference between budgeted and proposed with \$3,800 contribution from Schuylerville: +23,037.15

SEASONAL:

Proposed Extended hours **Summer Only:**

7 days a week/11am – 6pm (June – Labor Day): 693 hours

693 hours @ \$15/hour: \$10,395

Medicare and SS: \$795.21

Total: \$11,190.21

Difference between budgeted and proposed: +\$5,247.93

Proposed Extended hours **Summer and Fall:**

7 days a week/11am – 6pm (June – December): 1,568 hours

1,568 hours @ \$15/hour: \$23,520

Medicare and SS: \$1,799.28

Total: \$25,319.28

Difference between budgeted and proposed: +\$16,244.38

Operational Budget			
	Expense	Detail	Total
	Administration/Member Services Consultant	Management of HHHRP Organization and service to membership	30,500.00
	Meetings and Supplies	Printings, mailings, and other office supplies	500.00
Gateway Visitors Center Budget			
Category	Expense	Detail	Total
Professional Services			
	Guest Services Consultant	Visitors Center Staffing and Volunteer Coordination	58,000.00
	Janitorial	Cleaning Services	5,000.00
Building			
	Electric/Gas	Utility	3,000.00
	Telephone/Internet	Utility	2,000.00
	Water	Utility	3,500.00
	Maintenance/Contingency	Emergency systems, and building repair contingency fund	15,000.00
	Building Supplies	Cleaning supplies, bathroom tissue, soap, sanitizer, salt/sand etc	2,500.00
	Waste Management	Garbage	500.00
	Landscaping/Snow Removal	Seasonal Services	6,500.00
Insurance			
	Property Insurance	Operational Cost	8,000.00
MISC			
	Programming	Events and other activities	15,000.00
	Total		150,000.00