

Buffalo City Swim Racers  
Board Meeting Minutes  
Thursday, January 16, 2020

Attendees: Mike Telesco, Rich Bleichfeld, Rick Marable, Mike Switalski, Charisse Freeman, Lamont Williams, Annetta Williams, Dennis Wilson, Kristy Michalek.

Absent: Jean Lalomia, Zach McArdle, Barrett Erbe.

Guests: Geetika Ramjiwal

The Executive Board Meeting of the Buffalo City Swim Racers was called to order at 6:02 PM on Thursday, January 16, 2020 at 1 Robert Rich Way, Buffalo, New York.

1. Approval of Minutes.
  - a. Motion to accept the minutes. Rich B. 2nd: Rick M. Carried.
2. Financial Report. Mike S.
  - a. \$200,003 in bank.
  - b. Rent only outstanding bill and will be paid.
3. Strategic Planning Updates.
  - a. Programming. Rich B.
    - i. Hired Lamont Williams. Welcome.
    - ii. Darcy is on board. Also welcome.
  - b. Governance. Charisse F.
    - i. 501C3 is established. Final document filed for exempt status by Zach M.
    - ii. We are now a single organization.
  - c. Marketing. Mike T.
    - i. Video is on the front burner. March timeline realistic.
    - ii. Changes suggested. Marketing materials essential. Lamont W. is working on updating and will be consulting with Mike T. to develop a one page info sheet and perhaps an updated brochure. Will include goals, supports, photos, statistics, etc.
    - iii. PowerPoint: Rising Above. Positive response from John Koelmel.
4. Head Coach Update. Mike S., Rich B., and Rick M.
  - a. 2 Candidates interviewed. 1 excellent candidate, currently employed. Quality reputation. Discussions being held in an effort to work out contract considerations. Tremendous opportunity for our swimmers should this work out. May positively impact our funding sources. References obtained. Concern: structure of contract. Recommend further consideration of this candidate. Second candidate should be kept on our radar. Motion: to put the offer out and continue contract negotiations: Rich B. 2<sup>nd</sup> : Dennis W. Carried.
5. MOU / Catapult. Mike S.
  - a. Met with John Koelmel. Decided to have quarterly checkins with board while having monthly or more meetings with John. Pleased with progress (new hires, expansion, marketing, branding, etc.). Purpose of advertising: to measure that progress against the framework of our Strategic Action Plan.

6. Board member search. Mike T. and Charisse F.
  - a. 1st candidate from wellness background. Knowledge of funding. Would be helpful in our "out of pool" programs. Community member and former swim parent.
  - b. 2nd candidate: insurance background. Consistent and positive swim parent.
  - c. Motion: To name Jocelyn Guthrie to board. Rick M. 2nd Kristy M. Carried. Motion: To name Nekia Davis to board. Charisse F. 2nd: Annetta W. Discussion. Carried.
  - d. Look at language of bylaws to guide process concerning confidentiality and allow for parent representation.
  - e. 1 Board position still open.
  
7. Old Business. Mike T.
  - a. Frank Sedita pool is operational. 15 swimmers, some are experienced.
  - b. District Attorney's check has been received.
  - c. Erie County Youth Bureau meeting attended by Mike S. and Lamont W. concerning \$10,000. grant. Support has been doubled. Will be applying for Prime Time grant as well.
  - d. Reimbursement to the City of Buffalo ready to go: \$ 69,991.00.
  - e. Time for a public relations person? Price tag? Lamont W. will reach out to his contacts in public relations as will Mike T. Purpose? To advertise BCSR's progress/ achievements. How this is best to happen? "Worth a discussion."
  
8. New Business.
  - a. Performance Objectives Review for Staff. Mike S.
    - i. Create committee from Board to do this review.
    - ii. To include the job description in setting up a rubric toward employee evaluation. Further, this will explore/ create an employee benefits/ bonus plan based on performance and reviews. Doing this would make us competitive in the staffing and retention market.
    - iii. John and Marsha to be consulted in the development of this.
    - iv. Action: To send an email out to the Board outlining the above (Benefits/ bonuses and Evaluation Committee set-up).
  - b. Questions: Payroll? Payroll Solutions. H.R.? Not in place. Will check into this.
  - c. Daemen College. Sports Management Program. Intern possibility. 120 hours. Mike S. and Lamont W. met with candidate who has a swim background. Flexible schedule/uses/ value. Discussion held. Action plan should be developed which reflects the needs of our program.
    - i. Concerns: Extra equipment needed? Liability? Confidentiality? Workers Comp? Legal implications?
    - ii. Action: To organize a plan for an intern.
    - iii. Mike S. and Lamont W. to meet to develop/ organize this then will present the plan for approval in an email quickly.
  - d. Geetika R. is working on the handbook and has a great deal more to accomplish.
  
9. Motion to Adjourn: Charisse F. 2nd: Rich B. Carried. 7:25PM

Draft Minutes respectfully submitted: Jean Lalomia