

Buffalo City Swim Racers
Board Meeting Minutes
Thursday, May 21, 2020

Attendees: Zach McArdle, Mike Switalski, Barrett Erbe, Rich Bleichfeld, Rick Marable, Annetta Williams, Charisse Freeman, Kristy Michalek, Jean Lalomia, Lamont Williams, Dennis Wilson, Jocelyn Guthrie, Mike Telesco.

Absent: Nekia Davis,

The Executive Board Meeting of the Buffalo City Swim Racers was called to order at 6:07 PM on Thursday, May 21, 2020 via Zoom conference, Buffalo, New York.

- 1) Approval of Minutes.
 - a) Motion to accept the minutes: Rich B. 2nd: Rick M. Approved.
- 2) Finance Committee. Zach M.
 - a) Year end 6-30.
 - b) Took PPE Loan \$21,507.00. Haven't laid off anyone but lost two (moved from area).
 - c) \$224,000.00 in bank.
- 3) Committee Updates.
 - a) Finance: Zach M. No updates.
 - b) Marketing: Mike T.
 - i) Video not shooting until safe.
 - c) Program Committee – Mike S.
 - i) Rick A. on board on April 6. Running Zoom meetings with staff.
 - ii) Contact made with employees by phone.
- 4) Phased Return Plan/ Covid-19. Mike S.
 - a) Begin to prepare for post Covid 19. 3-5 Zoom meetings per day. Focus on sanitation.
 - b) Planning to return to pool. Will suggest the older swimmers will mentor the younger (social distancing etc.). One person dedicated to oversee this (Coach).
 - c) Information / guidelines from USA Swimming.
 - d) No locker-room access.
 - e) Test swimmers before entry.
 - f) Adjustments can be made as needed but policy seems comprehensive.
 - g) Investigating new equipment.
 - h) Potential to lose 20-30% (attrition).
- 5) Meet fee structure. Mike S.
 - a) Tax returns (parents) – Required to participate in BCSR's. This is evidence for fees charged. To be handled by Mike S., Rick A., and/or Darcy H. Discussion held.
 - b) Confidentiality concerns.
 - c) This conversation will continue off-line to develop security protections.
 - d) Motion: To approve the member fee structure as proposed: Zach M. Second: Kristy M. Discussion held.
 - e) June 1st sign-up. Requires our action.
 - f) Policy forthcoming on confidentiality. Essential to provide security for financial information.
 - g) Motion withdrawn.

- h) Motion: To approve the financial portion of the Member Fee Structure. Charisse F. Second: Mike T. Discussion held. Approved.
- i) Many equipment suggestions.
- j) Panel formed: Charisse F., Annetta W., and Mike S.
- 6) Whistle Blower Policy. Mike S.
 - a) Do we want to create a new position of Compliance Officer? Suggestion: Include in duties of the Secretary. Pathway? To Secretary then Mike S. or Board President? Discussion.
 - b) Rotating Board positions?
 - c) Compliance report due at every meeting.
 - d) Motion: To establish the position of Compliance Officer. Mike T. Second: Rick M. Approved.
- 7) Employee Handbook. Mike S.
 - a) Ready to print. Will hand out to all employees.
- 8) Safe Sport Recognition. Mike S.
 - a) We have achieved this level in USA Swimming.
 - b) Out of 3500 clubs, only 91 had achieved this level prior to Covid 19.
- 9) PPP/EIDL/ECYB/USA Swimming Foundation. Mike S.
 - a) Must apply quarterly for these. From \$2,500.00 up to \$10,000.00 per year.
- 10) Geo-fencing. Mike S.
 - a) Cost not significant. It is a time saver. Tracks coaches' timecards.
 - b) May lose about \$200.00 now, but will come out ahead long term.
 - c) Coach will be responsible for logging in hours. If a coach forgets, Mike S. must do the correction.
 - d) This will be an extra \$2.00/person/month to do this.
 - e) Training for the coaches will occur prior to instituting this program. Discussion held.
- 11) Old Business. None.
- 12) New Business. Mike S.
 - a) At this point, we are part of phase 4. There is a movement to change this. Stages are separated by 14 to 21 days. We could be up and running by July or August.
 - b) Caz pool and its staffing is an issue. The City has some decisions to make. We have planned and are ready.
 - c) Will be creating an evaluation tool for employees with Rick A., Darcy H., and Lamont W.
 - d) Launch new name?
- 13) Motion to Adjourn: Charisse F. Second: Mike T. Approved. 7:18 PM.

Draft minutes respectfully submitted: Jean Lalomia