

City Swim Project/BCSR
Board Meeting Minutes
Thursday, March 18, 2021

Attendees: Mike Switalski, Mike Telesco, Rich Bleichfeld, Rick Marable, Kristy Michalek, Dennis Wilson, Jocelyn Guthrie, Barrett Erbe, Jessica Smith, Nekia Davis, Yvonne Dubois

Absent: Annetta Williams, Charisse Freeman, Jean Lalomia.

The Executive Board Meeting of the City Swim Project/BCSRs was called to order at 6:00PM on Thursday, January 21, 2021 via Zoom conference, Buffalo, New York.

- 1) Call to Order. 6:00 PM.
- 2) Approval of January 2021 minutes
 - a) Motion to accept the January minutes: Jocelyn G. Second: Rick M. Approved.
- 3) Approval of Agenda
 - a) Motion to approve the agenda with adjustments: Barrett E. Second: Rich B. Approved.
- 4) Introduction of Yvonne Dubois. Mike T.
 - a) Welcome to our new board member.
- 5) Financial Report. Mike S.
 - a) We are doing well. \$239,900 in bank. Outstanding? Payroll, office rent, utilities, and pool rental to YMCA (Approximately \$8,980). ECC pool fees waived through March 31. Working to re-negotiate the waiver/fees.
- 6) Committee Reports.
 - a) Organizational Report. Mike S.
 - 1) Name change approved by NYS. DBA expected by next week.
 - 2) Once the name change is finalized, bank notification is a concern as cashing checks to BCSR won't be allowed. Consequently, a business pause will be necessary. All essential agencies with whom we are doing business will be simultaneously notified of our name change. We do have outstanding contracts (City of Buffalo [Mike s. to reimburse \$.88], M&T, Erie County Youth Bureau, Rich Family Foundation, and Erie County Summer Prime Time).
 - 3) One month free trial with Geofencing has begun. It is going well. Staff is becoming more timely. Saves time. Accuracy of data verified by Rick A. and Patti N. then Mike S. signs off. Also includes scheduling and notifications. It has proven very useful.
 - 4) Currently, 11 people on staff. This includes 2 with Rick A. and 6 with Patti N. Staff needs to be at 16-17. We have posted for a new position of part time assistant coach. A new pool will be coming on line shortly.
 - 5) Swimmers in the water? 28 per session per night for 2 sessions on M and W at ECC=56. The YMCA has 15 per night for 3 nights per week=45. The Learn to Swim= 85 (93 approved). The Competitive Program=8.
 - 6) Paying swimmers? We do have a few in both Learn to Swim and Competitive. Majority are not.
 - 7) Recertification for coaches taking place through Mr. W. Schutt. Patti N. is shadowing him.
 - 8) Niagara Swimming and governance. We are looking to involve our swimmers (resume building). One will be a formal representative, the second will be in training.
 - b) Programming. Mike S.

- 1) William Emslie YMCA. Open. Numbers are close to capacity at end of 3rd week. May have a wait list. Belle Center has reached out to reopen. Would like to have them include swimmers beyond their direct population.
- 2) Retention rates: 48% average nationally for 12 and under. We are at 44%. 73% average nationally for 13 and over. We are at 95%. Additionally, the virus has negatively impacted our numbers.
- 3) SignUpGenius: purchased for one year. Benefit: allows us to manage our numbers and space usage to schedule staff more effectively. Works very well.
- c) Marketing. Mike T. and Mike S.
 - 1) Team store open on line. Orders benefit the team (percentage). This to be banked with the company. The site uses a password: gobuffalo
 - 2) Stationery and business cards set up.
 - 3) Video tentatively planned for May/June.
- d) Finance. Mike S.
 - 1) Barrett E. setting up a meeting with John Armstrong of Allen Street Consulting for the audit. \$3500. This will yield benefits beyond the audit.
 - i TechSoup. Negotiates better rates with tech companies. It saves not for profits money. A yearly fee is required.
 - ii Employee Retention Credit. Being researched.
 - iii Policies. Further discussion to address future goals/choices for our financial policies is needed.
- 7) Governance Committee Creation. Mike S.
 - a) Important. To vet resumes alongside the Nominating Committee.
 - b) To oversee the adherence to the Bylaws. Some Bylaw revisions are indicated.
 - c) Jessica S. willing to chair this committee.
 - d) Motion: To create a Governance Committee. Rich B. Second: Barrett E. Discussion. Approved.
 - e) Mike S. to follow up with Jessica S. to discuss essentials. Rich B. to assist/volunteer.
- 8) Handbooks. Mike T. and Mike S.
 - a) No updates. Can vote.
 - b) Motion: To vote on approval of all three: Employee Handbook, Membership Handbook, and Board Member Handbook. Rick M. Second: Kristy M. Discussion. Approved.
- 9) Becoming a Vendor with Insurance Companies. Mike S.
 - a) Tabled. Needs more research.
- 10) Board Member Registration with USA Swimming.
 - a) Mike S. to send out information. Please do by the weekend. Submit for reimbursement for the background check.
- 11) Old Business.
 - a) None.
- 12) New Business. Mike S.
 - a) Pay raises and contracts/cost of living.
 - i 3% increase for Lamont W.
 - ii 3% increase for Rick A. Contractual.
 - iii 3% increase for Patti N.

Motion: To approve a 3% cost of living increase for Lamont W. on April 1, 2021. Barrett E. Second: Rick M. Discussion. Approved.

Motion: To approve a 3% cost of living increase for Patti N. on April 1, 2021. Barrett E. Second: Nekia D. Discussion. Approved.
 - b) Endowment Discussion. Mike S.

- i Setting up? One option is to put in \$100,000 as an investment opportunity to invest monies. We need to create a task force to research potential. This is to include the Finance Committee of Barrett E, Charisse F., and Jessica S.
- ii Investment opportunities. Community Foundation of Greater Buffalo. Information sent out. We may be in a position to consider investing. Limitations and considerations will govern our decisions. An endowment is a possibility. Goal would be interest accumulated thus financial growth. Additional consideration: fund raising. Request: Create a task force to investigate paths to financial growth. Members? Finance Committee.

13) Motion to Adjourn: Rich B. Second: Jessica S. Approved. 7:15 PM.

Draft minutes respectfully submitted: Jean Lalomia