

City Swim Project/Buffalo Tide
Executive Board Meeting Minutes
Thursday, January 20, 2022

Attendees: Mike Telesco, Mike Switalski, , Nekia Davis, Dennis Wilson, Jocelyn Guthrie, Kristy Michalek, Yvonne Dubois, Rick Marable, Rich Bleichfeld, Charisse Freeman, Jean Lalomia.

Absent: Jessica Smith, Barrett Erbe, Annetta Williams.

The Executive Board Meeting of the City Swim Project/Buffalo Tide was called to order at 6:04 PM on Thursday, January 20, 2022 via Zoom conference, Buffalo, New York.

1. Call to Order. 6:04 PM.
2. Roll Call.
3. Approval of December 2, 2021 Minutes.
 - a. Motion to approve December 2, 2021 Minutes: Rick M. Second: Rich B. Approved.
4. Approval of January 20, 2022 Agenda.
 - a. Motion to accept January 20, 2022 Agenda: Rich B. Second: Rick M. Approved.
5. Financial Reports. Mike S.
 - a. \$148,000 in bank after all outstanding bills paid.
6. Committee Reports.
 - a. Marketing and Branding. Mike T.
 - i. Video production to resume post-Omicron spike.
 - ii. Early February availability when essential personnel can attend. Mike S. to get a list of people to include in the video.
 - iii. Good Sport Foundation to assist Lamont W. in developing a website. It will track past and present donations/donators. Support from the Cullen Foundation for \$4,000 and \$1,000 from us. Ultimately, it will identify people to approach for donations going forward.
 - b. Growth and Infrastructure. Mike S.
 - i. Partnership contracts to be created. Reaching out to find a pro bono service in the legal realm to develop a formal MOU (Memorandum of Understanding). Will reach out to Jessica and Kelly. Rich B will reach out to acquaintances.
 - c. Programming. Mike S.
 - i. Membership Numbers and Retention. Excellent. 301 swimming exiting January. Using ECC and YMCA city pools. Approximately 45 at Lackawanna. Retention rates are impressive.
 - ii. Support Services Update. Holding pattern. Waiting to hear from the Rich Family Foundation about our grant application to support hardware purchase. Signed a contract with ISL for learning software. In talks with another group for a program on socio-emotional learning. Sue is beginning to work on a nutrition program. Searching for an intern to do a data entry and analysis project. It entails data collection and analysis of academic performance. Eventually this will be released to the school system. We need a data release form.
 - iii. Cazenovia Pool Update. Spoke with Justin S, Supervisor for Pools and Rinks. They need 130 lifeguards. 8 are employed and 20 in training. They are hoping to extend Caz hours and give us pool time. Mike S to write a letter requesting this extension.

- iv. ECC going off-line in April. Shutting down for major renovations until September, maybe later. We need pools. As we have lost Buffalo funding this year and are now paying for the ECC pool, we have taken a huge financial hit. Trying to recover. After April we will only be in the Y pool and be paying more there.
 - v. Shut down for the week of 1-10-2022. Covid.
 - vi. TYR Contract. Same contract as last year. Renewing.
 - d. Finance. Mike S.
 - i. Audit update. Tentatively concluding in early February.
 - ii. 990 update. Once the audit is done and sent to the accountants, we can move forward with the 990. Audit is to be done annually as per the law.
 - e. Governance. Rich B.
 - i. Group did not meet.
- 7. Items for Approval. Mike T.
 - a. Hamburg Park and Rec Expansion. Saturday mornings at Frontier HS. Mike S is requesting permission to negotiate with them.
Motion: To start negotiation with Hamburg to expand our program to the Frontier HS pool and potentially develop a contract: Rich B. Second: Rick M. Discussion. Approved.
 - b. Financial Policies Manual.
Motion: To approve the Accounting Policies and Procedures Manual: Rick M. Second: Kristy M. Discussion. Approved.
 - c. Special Session. Mike T.
 - i. Request Raise for Mike Switalski.
Motion: To approve a raise for Mike Switalski: Mike T. Second: Rich B. Discussion. Approved.
- 8. New Business. Mike T.
 - a. Board member requirements with USA Swimming. Requirements met.
- 9. Old Business.
 - a. Catchafire Updates/Projects. Mike S.
 - i. Renewing membership with Catchafire for pro bono services. 3 of 4 projects are underway. Looking for a volunteer to do the last one. The End of Year Report is seeking a volunteer; The Exit Survey (Actually 3 surveys: Beginning Program Survey; During Program Survey; and After Program Completion Survey. Possibly done through a Google form) is begun; The Excel Budget Worksheet with Projections is begun; and The Price Quote Worksheet for a Partnership (the first step toward the MOU) is begun.
- 10. Adjourn.
 - a. Motion: To adjourn. Rich B. Second: Rick M. Approved. 7:29 PM

Draft Minutes respectfully submitted: Jean Lalomia

Next Board Meeting: March 17, 2022