

City Swim Project/Buffalo Tide/BCSR  
Executive Board Meeting Minutes  
Thursday, July 15, 2021

Attendees: Mike Switalski, Annetta Williams, Jocelyn Guthrie, Mike Telesco, Rich Bleichfeld, Rick Marable, Charisse Freeman, Dennis Wilson, Barrett Erbe, Yvonne Dubois

Absent: Jessica Smith, Kristy Michalek, Nekia Davis, Jean Lalomia.

The Executive Board Meeting of the City Swim Project/Buffalo Tide/BCSR was called to order at 6:04 PM on Thursday, July, 15, 2021 via Zoom conference, Buffalo, New York.

1. Call to Order. 6:04 PM.
2. Approval of May, 2021 minutes.
  - A. Motion to accept May minutes: Rick M. Second: Jocelyn G. Approved.
3. Approval of the July 2021 Agenda.
  - A. Motion to accept the July agenda: Rich B. Second: Charisse F. Approved.
4. Committee Reports.
  - A. Programming. Mike S.
    1. Director of Support Services Interviews held. Jocelyn G, Annetta W, Kristy M, Lamont W, and Mike S. interviewed four candidates of 13 applicants for the part time position of Director of Support Services. There is one successful candidate.
    2. Adult Learn-to-Swim Program has begun. There are 24 adults in the water. The cost is \$80, unless the adult can show proof of income.
    3. Membership Update. 210 registered. 13 more from the Belle Center are possible. 190 in L-t-S; 9 in Pre-competitive; 9 in Competitive. Attendance is above 50%. Pools are ECC, Wm Emslie, and the Belle Center. We need more instructors and are searching. Outreach to the BPD.
    4. News Letter Launch. For the membership. 3 pages written by Rick A, Patti N, and Mike S. Request that it be sent to all Board members.
  - B. Infrastructure. Mike S.
    1. Name change has started. Banking access form signed by Charisse F and Mike T. New account opened at M&T Bank. Monies Transferred. CSP checks ordered. BCSR account to be closed in August.
    2. Give 716 event on July 16. Please donate.
  - C. Rebranding and Marketing. Mike T.
    1. Had to postpone video, but film people, Chris and Kyle, are available the week of August 16<sup>th</sup>. Is there pool time available for this? Yes. Tentatively scheduled to do interviews for the film then.
    2. Fund raising efforts. Mike T spoke with Lamont W to plan for this.
    3. Took D'Youville off the list as a site for lessons.
    4. Payment for Adult L-t-S can now be taken on PayPal as are donations.
  - D. Finance. Mike S.
    1. Barrett E, Charisse F, and Mike S met prior to the Board meeting. Plans for going forward made. Auditor presented us his bill. He also made some financial suggestions and discussed Techsoup.
    2. 2020-2021 Audit not complete. This audit would establish a baseline, useful for funding purposes. Biannual audit suggested. Is this important because of our

- growing income? Cost? This year was \$3,500 (to include fee for taxes). Going forward would be less. Combination would run about \$3,300 in the future.
3. 2020-2021 Taxes cost \$1000 for 990 forms. This cost will increase next year. Mike S will shop around for better pricing.
- E. Governance. Rich B.
    1. This group meets the Monday before the Board meeting. Discussed Bylaws. Kelly has reviewed these.
    2. Board Handbook has also been reviewed. Questions to be addressed: Are we up to date? and: Where are we on the Strategic Action Plan?
5. Voting/Discussion Items. Mike T.
    - A. Bylaws.
      1. Do we want to keep Board membership between 5-13? Discussion. Motion: That we leave the Board membership between 5-13. Mike T. Second: Rich B. Discussion. Approved.
      2. Do we wish to enforce term limits for Board members and/or officers? If so, we need to ensure the Secretary is tracking this in his/her records. Discussion. Term of commitment for a Board member is three years. Rick M, Rich B, Charisse F, Kristy M, and Jean L have been on the Board since the beginning. For consideration: Officer Positions. Define these better. Elections? Formal vote? Term or term limit? Bylaw 4.4 addresses Terms of Service. Motion: To eliminate the term limits for a Board member (term of service). Mike T. Second: Barrett E. Discussion. Approved.
      3. Board to revisit Article 3.2 and 3.3 in the September, 2021 Board meeting.
    - B. Approval of Agreement between Sue Baldwin and City Swim Project to fill position of Director of Support Services at a \$40,000 annual salary.
      1. The five member interviewing panel agreed on the quality of this candidate. Her experience with the community, her grant writing skills, and her organizational building experiences were impressive. An offer has been extended. Motion: To approve a \$40,000 salary to hire Sue Baldwin for Director of Support Services: Rich B. Second: Yvonne D. Discussion. Approved.
    - C. Audit and tax package offer from Allen Street Consulting for \$3,300. Tabled.
  6. Old Business. None.
  7. New Business. Mike S.
    - A. Senator T. Kennedy has passed a bill to create a commission to prevent childhood drowning for NYS. Requested Mike S's participation. Also involved is the NYS Swim Safety Coalition. Funding potential.
  8. Motion to Adjourn: Rich B. Second: Yvonne D and Rick M. Approved. 7:34 PM

Draft minutes respectfully submitted: Jean Lalomia