

City Swim Project/Buffalo Tide
Executive Board Meeting Minutes
Thursday, March 21, 2024

Attendees: Mike Switalski, Charisse Freeman, Kristy Russell, Barrett Erbe, Jocelyn Guthrie, Rich Bleichfeld, Rick Marable.

Absent: Mike Telesco, Annetta Williams, Dennis Wilson, Yvonne Dubois, Nekia Davis, Jessica Smith, Jean Lalomia.

The Executive Board Meeting of the City Swim Project/Buffalo Tide was called to order at 6:11 PM on Thursday, March 21, 2024 via Zoom conference, Buffalo, New York.

- 1) Call to Order. 6:11 PM.
- 2) Roll Call.
- 3) Approval of January 25, 2024 Minutes.
 - a) Tabled.
- 4) Approval of Agenda for March 21, 2024.
 - a) Tabled.
- 5) Financial Report. Mike S.
 - a) \$71,797 in the bank.
 - b) Contract with the City of Buffalo Common Council has been approved and sent to the Audit Department. Soon we will be able to submit our receipts to the city for reimbursement.
 - c) Outstanding grant applications: Erie County Summer Prime Time Grant, Niagara Swimming, and M&T Bank. Other grant proposals in the pipeline.
 - d) Recurring grants: United Way (\$24,000/\$1,800 per month), Membership (\$800-\$1,000 per month).
 - e) Request for more information on the specifics of our financial situation and the Developmental Director's process/efforts. A regular, bi-monthly report is important.
 - f) Two outstanding bills: Audit/John Armstrong-\$5,000 approx. and Center for Government Research-\$6,000 approx. Have been waiting for the City of Buffalo monies to pay the above.
 - g) Audit is complete. The 990 and the Char 500 filed.
 - h) Regular monthly expenses also are owed and will be paid.
 - i) Request has been made of Lamont W for more formal details. Potential for us (the Board) to be helpful to him with information to support his grant proposals.
 - j) Grants lost: Rich Family Foundation-\$15,000, Buffalo Bills-\$5,000, USA Swimming-\$5,000 (will be re-applying for this after one year off, as per rules). Total: \$25,000.
 - k) Grants gained: Cullen Foundation-\$50,000 and United Way Grant-\$ 24,000. Total: \$74,000.
 - l) Question: Is Deb D full time? No, she is salaried but at a reduced rate as she will not be full time with us until the close of this school year.
- 6) Old Business. Mike S.
 - a) Credit card policy approval will be a voting item when there is a quorum.
 - 1) Barrett E, Charisse F, and Mike T met and discussed the credit card acquisition. They liked a Chase card.
 - 2) Concerns: Who will be able to use the card and what will/can it be used for?
 - 3) One card for Mike S and one for Rick A when traveling.
 - 4) Policy template was offered for consideration (from a Barrett E lawyer contact).
 - 5) Suggestion: Add restrictions concerning cash advances and total amount limitations.
 - 6) Suggestion: No personal or non-business purchases.
 - 7) Language about total purchase amounts needs to be clarified.

- 8) Mike S will email original debit card use policy to Barrett E, Charisse F, and Mike T to be used as a guide. Revisions will be made.
- 9) Conflict of Interest forms and coursework. Resolving issues.
- 7) New Business. Mike S.
 - a) Updates.
 - 1) Cost of background checks a concern. Currently, Mike S (Niagara General Chair) is in conversation with the other two General Chairs from across NYS. Seeking some type of solution.
 - 2) Currently, no access yet to Buffalo Public Schools' pools. Lackawanna still not running as there is not enough staff. Wm Emslie YMCA is our only pool.
- 9) Adjourn
 - a) 6:48 PM

Next Meeting: May 16, 2024.

Draft minutes respectfully submitted: Jean Lalomia