

City Swim Project/Buffalo Tide
Executive Board Meeting Minutes
Thursday, July 20, 2023

Attendees: Mike Telesco, Mike Switalski, Rick Marable, Barrett Erbe, Dennis Wilson, Jocelyn Guthrie, Nekia Davis, Charisse Freeman, Jean Lalomia.

Absent: Rich Bleichfeld, Yvonne Dubois, Kristy Russell, Jessica Smith, Annetta Williams

The Executive Board Meeting of the City Swim Project/Buffalo Tide was called to order at 6:11 PM on Thursday, July 20, 2023 via Zoom conference, Buffalo, New York.

- 1) Call to Order. 6:11 PM.
- 2) Roll Call.
- 3) Approval of May 18, 2023 Minutes.
 - a) Motion to approve May 18, 2023 minutes: Barrett E. Second: Rick M. Approved.
- 4) Approval of Agenda for July 20, 2023.
 - a) Additions: 5.a Lackawanna and 8. Audit, taxes, and CHAR 500. Mike S.
 - b) Motion to approve with additions the July 20, 2023 agenda: Rick M. Second: Jocelyn G. Approved.
- 5) Committee Reports.
 - a) Programming. Mike S.
 - 1) We are doing well.
 - 2) Rick A. has been taking the lead in the LTS Program. Time commitment is a challenge. The search for the replacement has begun.
 - 3) Buffalo Public Schools. Mike T and Mike S and Eric Stimson of USA Swimming met with Dr. Reynolds. Until now there has been no formal central process for new vendors and their approval at BPS. This has now been developed. The application process is now open. We will apply and then wait for approval. Our request will go before a committee of 5. If approved we will be included in a catalogue for 2 years which will be sent to all administrators for consideration to use their facility(s). We are hoping for inclusion and acceptance. Those groups who have sub-contracted with us will continue as before.
 - 4) Can Say Yes assist us in any way? We don't know.
 - 5) Lackawanna. Still off-line. Facility may re-open in August. Until then we are serving approximately 60 swimmers at the Wm. Emslie YMCA for the rest of the summer. This will limit confusion for them.
 - b) Growth and Infrastructure. Mike S.
 - 1) We have 358 members with 5-6 weeks left in this cycle.
 - 2) The wait list is approximately 230. This brings the total to approximately 588 (100 more than last year).
 - 3) We need pools.
 - 4) Canisius' pool(s)? Not until now, but Mike S. will check.
 - c) Branding and Marketing. Mike T.
 - 1) Making updates on the website as needed. Completed the Juneteenth flyer. Staff change overs.
 - 2) Suggestion for next year's Juneteenth: Staff outfitted to reflect the celebration and offering that clothing for sale to our families.
 - d) Finance. Mike S.
 - 1) \$80,000 in the bank. All bills are up-to- date.

- 2) Outstanding is an invoice for \$4,300 which has been sent to Erie County Youth Bureau. At the end of July a second invoice for \$7,500 will be sent which is for the Summer Prime Time Grant.
- 3) We look forward to the Ralph Wilson check for \$145,000 in September/October.
- 4) The City of Buffalo contract has renewed: \$70,000 (2023-2024).
- 5) Total: \$230,000 outstanding.
- 6) The checks and balances system we have in place needs some fine tuning. A second set of eyes would be appropriate for checks and deposits. A reconciliation process with two people as well? Suggestion: Finance group to meet with an agenda (can be done virtually) The yearly budget to be broken into monthly segments for analysis. This will include both income and expenditures. Charisse F, Barrett E, and Mike S. will guide this process.
- 6) Learn to Swim Director Search Update. Mike S.
 - a) Four applications. August 1st will begin the interviewing process.
 - 1) Interviewing committee: Rick M, Jocelyn G, Barrett E, Nekia D and Mike S.
 - 2) Mike S to email resumes to the group. The committee will review prior to the interviews.
 - 3) Goal is to hire by September 1.
- 8) Old Business.
 - a) None.
- 9) New Business.
 - a) Audit, taxes, and Char 500 (not-for-profit status filing). June 30 is the conclusion of our fiscal year. We have begun to look for the best pricing for these services.
- 10) Adjourn
 - a) Motion: To adjourn: Barrett E. Second: Nekia D. Approved. 6:43 PM.

Next Meeting: September 21, 2023.

Draft minutes respectfully submitted: Jean Lalomia