

Buffalo City Swim Racers  
Board Meeting Minutes  
September 21, 2017

Attendees: Mike Switalski, Rich Bleichfeld, Chris Muldoon, Zach McArdle, Meg Healy, Charisse Freeman, Rick Marable, Maggie Hamilton (via phone)

Absent: Trini Ross, Pat Scherer, Kristy Michalek, Jean Lalomia

The board meeting of the Buffalo City Swim Racers was called to order at 6:17 PM on September 21, 2017 by Chris Muldoon and Zach McArdle at the Westside Community Center, 161 Vermont Street, Buffalo, NY.

1. Approval of Minutes. Motion to approve: Rich. Seconded: Charisse. Carried.
2. Financial Report: Zach
  - a. 2016-2017 taxes: Working with CPA Dopkins & Co. 990 will be completed within the next month and is due November 15.
  - b. Profit and Loss for 2017: Change in net assets of \$53,661.51. This factors in the timing of when contracts were received (July 2016) that counted toward this year.
  - c. Behind on some collections. Finalized and sent prime time and annual grant to Erie County.
  - d. \$56,000 in bank.
  - e. Pirate cruise update: Made just under \$2,000 profit on fundraiser. Well received event that could grow in the future. Next time start earlier and get corporate sponsors for the event.
  - f. Need username and password for paypal account - determine who is responsible.
3. 501c3 Update: Maggie
  - a. Spoke to Ryan Connolly - bulk of work needs to be completed by board/Mike. Will take about 2 hours. He suggests meeting at his house in December. Gary Phillips will incorporate us pro-bono. 990 must be filed first. Executive committee suggests meeting in December to complete this.
4. Welcome Kit Revisions: Mike
  - a. Looking to trim down welcome kit so new swimmers can check boxes rather than filling out all forms in entirety. Forms are currently quite extensive and it would be useful to streamline the process so parents can review, check one box, and sign.
  - b. Folders are printed and in good shape.
  - c. Translation services have been determined to be too costly and may not be the most responsible option at this time. May discuss translation options with new executive director of Westside Community Services.
5. Safe Sport Team Coordinator: Mike
  - a. At this point we are not required to have a Safe Sport Team Coordinator, but this will become required at some point in time. We should look for a board member with a safety background - Mike suggests Leo Gibbins, who was named Safe Sport Chair for all of Niagara Swimming and recently traveled to National Convention in Dallas.
6. Future Board Members for 2018: Mike
  - a. Board members should hold a membership term for three years and may complete two terms for a total of six years. Officers hold positions for two years.

- b. At the very least we will have one board member opening in January. Suggestions for board members include a retired attorney and Leo Gibbins.
- c. Next board meeting, resumes will be reviewed.
- 7. Old Business: Mike
  - a. Look into having open board meeting with families in November. Advertise with email blast. Potential location at King Center Charter School. Date and location need to be determined ASAP.
- 8. New Business: Mike
  - a. Strategic Planning to include part time personnel, adaptive physical education, tutoring and study table, and other new ideas.
  - b. Ralph Wilson Jr. Foundation gave \$10,000 grant and would like to shift us to the legacy side of the foundation, fully funding a program vision and gradually dropping off funding over time. Discussed future goals and strategic planning.
  - c. Maggie spoke to a strategic planner who would provide either a one day workshop for the board or a multi-weekend commitment.
  - d. Most immediate need right now? Staff. Need to hire around 3 new staffers. Will recruit from city lifeguard corps list.
  - e. Last year we had 138 kids, this year we are already at 205 and are likely to reach 215-220. In large part this is due to Westside Community Services and Camp Alive.
  - f. Looking to return to having newsletter to keep constituents informed.

#### Adjournment

Motion to adjourn meeting at 7:07 PM: Chris. Second: Zach. Carried.

Draft minutes respectfully submitted: Meg Healy