





One Naval Park Cove  
Buffalo, NY 14202

**MINUTES – BOARD OF DIRECTORS MEETING – July 27, 2016**

A MEETING OF THE Board of Directors of the Buffalo and Erie County Naval and Military Park was held July, 27 2016 at the Buffalo and Erie County Naval and Military Park, One Naval Park Cove, Buffalo NY (Admirals Quarters), with Chair of the Board Donald A. Alessi presiding. The meeting was called to order at 5:00 PM.

**Present:** Donald. A. Alessi, Chair; Anthony N. Diina Vice Chair; Joseph P. Brennan, Treasurer; Anthony F. Caruana, Jerzy Galazka, Warren Galloway, Kathleen Garvey, Terry McGuire, Laura A. Zaepfel, Kenneth J. Swanekamp, Thomas F. Higgins, Dr. Louis W. Irmisch, Daniel M. Gregorio, Marina P. Woolcock, Col. P. Cunningham, Paul Marzello and JoAnn Drozdak

**By Telephone:** Michael J. Billoni, Secretary; Anthony LoRusso

**Absent:** Scott Dempsey, Marquitta R. Whitehead, Marlene Roll, Andy Rabb and Daniel B. Tauriello

**1.) Minutes** – The minutes of the June 22, 2016 were read. Motion was made by Mr. Gregorio, seconded by Mr. Higgins, that the minutes be approved as read. Motion carried.

**2.) Executive Director Report/Financials:**

Col Cunningham reviewed the financial statements. Income categories: Line 1010 Unrestricted public supported is up due to \$15,000 the United Way donated to us from their 50/50 raffle. Line 1103 Simulator is down due to mechanical issues. It is now fixed. Line 1140 Membership is down due to classification, membership and admission were not split from the Groupon sales. As of April they have been split. Line 1152 Miscellaneous Income is up due to reimbursement of Workman's Compensation policy. We were re-classified into a lower rate and entitled to reimbursement. Line 1170 Special Events and 1171 Sponsorship, sponsors were previously put into 1170 Special Events, they are now put into their own category 1171 Sponsorship. Expense categories: Line 3400 Unclassified \$19,683.89 was paid out to Premium Paybacks for our Workmen's' Compensation reimbursement.

Our attendance is continuing to hold. Compared to last year revenue is up because of the increase in our rates. Pokémon game is a major problem to us. The players are here 24 hours a day, sleeping on the grounds, tearing up the gardens, stealing the ashtrays and trash everywhere. Mr. Higgins stated we need park regulations. Colonel Cunningham is going to speak to Andy Raab about park regulations.

The Sea Cadet Boot Camp will be here this week. They will bring 100 people, they arrive on Saturday and graduate on 8/6/2016. This will not interfere with our VA Family Day on 8/6/16.

Resolution for signing checks was addressed for Patrick Cunningham, Kathleen Garvey, Paul Marzello and Don Alessi. Motion to approve was made by Mr. Caruana and seconded by Mr. Higgins. The motion was carried.

**3) Development Director Report:** Paul Marzello reminded everyone Party in the Park is coming up quickly. We are looking for raffle items and sponsorship. We had our first education session with Judge Russell. Twelve people in attendance. Our July newsletter was sent out via Constant Contact. Ace Flag wants to be a bigger part of our organization. They have placed the branded mesh around the electrical boxes. Meetings with the Common Council are completed to request \$5000.00 from each Council Member. We want to replace mattresses for the Encampment Program and repair the lift on the elevator.

**4) Lobbyist Report:** Camille Brandon submitted her written monthly report.

**5) Chairman's remarks:** Chairman Alessi reported that Pete Gallivan of Channel 2, longtime friend and supporter of the Park, will be providing coverage for Party in the Park on Day Break in the morning and 5:30 pm evening news. He has previously done pieces on Admiral McCluskey, DeGlopper and on the Croaker and is finishing a piece on how the Sullivans and Little Rock came to Buffalo.

We as a Board need to do all we can do to promote PIP to generate the sales of additional tickets.

Lee Simonson, a volunteer grant writer, has prepared a grant application to the Wendt Foundation to commission a statue of Admiral McCluskey, similar to the General Stilwell and Fr. Conboy statues, to be grouped together, to begin a "Circle of Heroes" funded by a proposed multiyear grant application to the Greenway Commission.

Ms. Zaepfel would like to see interviews of Veterans put together on our website and on an IPAD in the Museum. Pete Gallivan has offered his library to us. He is going to talk to his technical people.

#### **6) Committee Reports:**

**Community Outreach:** Mr. Billoni reported the Citizens Advisory Committee and Community Outreach Committee will have their 1<sup>st</sup> meeting in mid-August. They are working to combine their mission statements.

**Development/Marketing/Membership/Media/Events –** Mr. Diina stated the July 4<sup>th</sup> WOH presentation was successful. Our extended hours are working well, admissions and gift shop sales are up. The Red Cross has met with us to discuss having their BASH event here. Bequest – we only have 4-5 Board members, this is a private donation, everyone is requested to consider. PIP is only 13 days away, we as a need Board to sell tickets and solicit potential sponsors.

**Facilities/Landscape/Master Plan/Exhibits –** Mr. Galazka reported that we received a grant for \$1000.00 from Gardenville Landscapes. This was used for flowers and a retainer wall. Volunteers donated their time and \$500.00 to finish the project.

**Veterans Tribute/Celebration/ – Zaepfel–** Ms. Zaepfel stated the Veterans Tribute Ceremony is August 27 at 1:00. Peter Pilc has been selected, as the individual honoree, for his extensive work for vets and military, he has gone above and beyond. The Buffalo News has been selected, as the organizational honoree for its long running publication of Lou Michel's weekly series, "Saluting our War Heroes". The committee has created a new award, "The Chairman's Award". It is similar to a President's Award. It may not be given each year. Dr.

John Long is going to be recognized for this award this year. Mr. McGuire suggested Mr. Pilc would be great for the Veterans Advisory Committee.

**Veterans Advisory Committee - Garvey/McGuire** – Ms. Garvey has been concentrating on PIP. She wants to establish guidelines for interviews for the Veterans Advisory Committee.

**8) Other Business:** Mr. Gregorio questioned if there is an opportunity to get involved in retirement ceremonies for our flags. He is going to meet with Colonel Cunningham and Paul Marzello and evaluate. He also pointed out the confusion regarding the correct name for the Hangar Building. (Barn? Hall of Honor?)

**9) Next Meeting Date** – The next meeting will be Wednesday, August 24, 2016 at 5:00pm. .

**10) Adjournment** – There being no further business, motion made by Mr. Brennan and seconded by Mr. Gregorio to adjourn. Chair Alessi adjourned the meeting at 6:00PM.

Respectfully submitted,

Michael J. Billoni, Secretary

Minutes Approved: \_\_\_\_\_

10:09 AM  
08/22/16  
Accrual Basis

**Buffalo and Erie County Naval & Military Park  
Balance Sheet Prev Year Comparison  
As of July 31, 2016**

	Jul 31, 16	Jul 31, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
100 - Cash				
101 - Petty Cash & Change	1,601.00	1,601.00	0.00	0.0%
<b>Total 100 - Cash</b>	<b>1,601.00</b>	<b>1,601.00</b>	<b>0.00</b>	<b>0.0%</b>
107 - M&T Savings Account	5,105.54	10,097.56	-4,992.02	-49.4%
108 - M&T Operating Account	197,156.10	89,111.61	108,044.49	121.3%
109 - M&T Payroll Account	8,276.50	2,276.95	5,999.55	263.5%
111 - M&T Escrow Account	2,534.58	2,532.61	1.97	0.1%
<b>Total Checking/Savings</b>	<b>214,673.72</b>	<b>105,619.73</b>	<b>109,053.99</b>	<b>103.3%</b>
<b>Accounts Receivable</b>				
112 - - Accounts Receivable	0.00	20,000.00	-20,000.00	-100.0%
<b>Total Accounts Receivable</b>	<b>0.00</b>	<b>20,000.00</b>	<b>-20,000.00</b>	<b>-100.0%</b>
<b>Other Current Assets</b>				
110 - USS The Sullivans Endowment	47,127.39	50,001.39	-2,874.00	-5.8%
<b>Total Other Current Assets</b>	<b>47,127.39</b>	<b>50,001.39</b>	<b>-2,874.00</b>	<b>-5.8%</b>
<b>Total Current Assets</b>	<b>261,801.11</b>	<b>175,621.12</b>	<b>86,179.99</b>	<b>49.1%</b>
<b>Fixed Assets</b>				
170 - Property, Plant & Equip.	600,964.76	639,049.64	-38,084.88	-6.0%
<b>Total Fixed Assets</b>	<b>600,964.76</b>	<b>639,049.64</b>	<b>-38,084.88</b>	<b>-6.0%</b>
<b>Other Assets</b>				
131 - Inventory - Ship's Store	32,926.09	24,485.95	8,440.14	34.5%
141 - Prepaid Expenses	35,820.18	9,222.28	26,597.90	288.4%
<b>Total Other Assets</b>	<b>68,746.27</b>	<b>33,708.23</b>	<b>35,038.04</b>	<b>104.0%</b>
<b>TOTAL ASSETS</b>	<b>931,512.14</b>	<b>848,378.99</b>	<b>83,133.15</b>	<b>9.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
200 - - Accounts Payable	25,301.98	6,464.08	18,837.90	291.4%
<b>Total Accounts Payable</b>	<b>25,301.98</b>	<b>6,464.08</b>	<b>18,837.90</b>	<b>291.4%</b>
<b>Other Current Liabilities</b>				
221 - Deferred Revenue	7,572.50	3,825.00	3,747.50	98.0%
241 - Accrued Interest	0.00	427.65	-427.65	-100.0%
202 - HNSA Clearing Account	0.00	762.00	-762.00	-100.0%
209 - M&T - Line of Credit	-11.82	50,253.48	-50,265.30	-100.0%
219 - M&T Loan - January 2014	73,069.17	95,833.38	-22,764.21	-23.8%
231 - - Accrued Payroll	9,842.00	22,089.00	-12,247.00	-55.4%
240 - 240 - Other Accrued Exp	0.00	5,598.00	-5,598.00	-100.0%
<b>Total Other Current Liabilities</b>	<b>90,471.85</b>	<b>178,788.51</b>	<b>-88,316.66</b>	<b>-49.4%</b>
<b>Total Current Liabilities</b>	<b>115,773.83</b>	<b>185,252.59</b>	<b>-69,478.76</b>	<b>-37.5%</b>
<b>Total Liabilities</b>	<b>115,773.83</b>	<b>185,252.59</b>	<b>-69,478.76</b>	<b>-37.5%</b>
<b>Equity</b>				
299 - - Opening Balance Equity	85,409.36	85,409.36	0.00	0.0%
300 - - Retained Earnings	444,801.89	371,349.92	73,451.97	19.8%
Net Income	285,527.06	206,367.12	79,159.94	38.4%
<b>Total Equity</b>	<b>815,738.31</b>	<b>663,126.40</b>	<b>152,611.91</b>	<b>23.0%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>931,512.14</b>	<b>848,378.99</b>	<b>83,133.15</b>	<b>9.8%</b>

**Buffalo and Erie County Naval & Military Park**  
**Profit & Loss Prev Year Comparison**  
**April through July 2016**

	Apr - Jul 16	Apr - Jul 15	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
1000 - Gov't Support				
1002 - Erie County	11,276.50	22,330.00	-11,053.50	-49.5%
1003 - New York State	0.00	0.00	0.00	0.0%
<b>Total 1000 - Gov't Support</b>	<b>11,276.50</b>	<b>22,330.00</b>	<b>-11,053.50</b>	<b>-49.5%</b>
1010 - Unrestr. Public Support	47,337.66	13,455.78	33,881.88	251.8%
1101 - Admissions	272,405.13	230,871.75	41,533.38	18.0%
1102 - Party Rental	11,045.00	9,245.00	1,800.00	19.5%
1103 - Simulator	4,515.00	7,917.00	-3,402.00	-43.0%
1113 - Gift Shop Sales - Gross	110,988.72	97,460.12	13,528.60	13.9%
1114 - Encampments - Gross	115,243.00	99,042.50	16,200.50	16.4%
1131 - Vending Commissions	0.00	128.21	-128.21	-100.0%
1140 - Memberships	6,492.91	17,842.59	-11,349.68	-63.6%
1150 - Interest Income	0.40	1.38	-0.98	-71.0%
1152 - Miscellaneous Income	29,985.50	2,704.63	27,280.87	1,008.7%
1180 - Cash Over/Short	0.00	-92.08	92.08	100.0%
1170 - Special Events	5,958.82	45,298.59	-39,339.77	-86.9%
1113A - Grab N Go Gross	6,911.55	3,965.74	2,945.81	74.3%
1151 - Rental Income - Restaurant	24,121.95	20,087.69	4,034.26	20.1%
1171 - Sponsorships	42,700.00	0.00	42,700.00	100.0%
<b>Total Income</b>	<b>688,982.14</b>	<b>570,258.90</b>	<b>118,723.24</b>	<b>20.8%</b>
<b>Gross Profit</b>	<b>688,982.14</b>	<b>570,258.90</b>	<b>118,723.24</b>	<b>20.8%</b>
<b>Expense</b>				
2000 - Salaries & Wages				
2001 - Administrative	41,538.78	34,349.34	7,189.44	20.9%
2002 - Maintenance	107,672.83	105,525.10	2,147.73	2.0%
2003 - Ship's Store	8,367.50	17,126.90	-8,759.40	-51.1%
2005 - Admissions	8,882.71	5,158.45	3,724.26	72.2%
<b>Total 2000 - Salaries &amp; Wages</b>	<b>166,461.82</b>	<b>162,159.79</b>	<b>4,302.03</b>	<b>2.7%</b>
2100 - Payroll Taxes				
2101 - FICA Expense	12,809.23	12,405.22	404.01	3.3%
2102 - NYS Unempl. Ins.	5,750.31	4,523.70	1,226.61	27.1%
2103 - Disability Benefits	93.69	130.09	-36.40	-28.0%
<b>Total 2100 - Payroll Taxes</b>	<b>18,653.23</b>	<b>17,059.01</b>	<b>1,594.22</b>	<b>9.4%</b>
2200 - Employee Benefits				
2201 - Workmens Comp. Ins.	6,525.83	9,860.38	-3,334.55	-33.8%
2202 - Hospitalization Ins.	15,314.00	14,850.43	463.57	3.1%
2205 - Employee Life Ins.	644.13	1,021.12	-376.99	-36.9%
<b>Total 2200 - Employee Benefits</b>	<b>22,483.96</b>	<b>25,731.93</b>	<b>-3,247.97</b>	<b>-12.6%</b>
2300 - Museum Expense				
2301 - Museum Exhibits	12,165.53	6,151.22	6,014.31	97.8%
2302 - Docent Expense	261.97	73.90	188.07	254.5%
<b>Total 2300 - Museum Expense</b>	<b>12,427.50</b>	<b>6,225.12</b>	<b>6,202.38</b>	<b>99.6%</b>
2400 - Professional Fees				
2402 - Accounting and Audit	4,500.00	3,000.00	1,500.00	50.0%
2403 - Payroll Service	760.15	615.86	144.29	23.4%
2404 - Lobbying Expense	2,000.00	1,535.00	465.00	30.3%
2405 - Other	8,683.89	0.00	8,683.89	100.0%
<b>Total 2400 - Professional Fees</b>	<b>15,944.04</b>	<b>5,150.86</b>	<b>10,793.18</b>	<b>209.5%</b>
2500 - Cost of Sales				
2501 - Ship's Store	56,267.45	49,254.23	7,013.22	14.2%
2503 - Encampment Provisions	22,914.52	17,890.46	5,024.06	28.1%
2504 - Special Events	2,566.00	2,545.49	20.51	0.8%
<b>Total 2500 - Cost of Sales</b>	<b>81,747.97</b>	<b>69,890.18</b>	<b>12,057.79</b>	<b>17.3%</b>
2600 - Expendable Supplies				
2601 - Office and Administrativ	1,242.79	1,826.72	-583.93	-32.0%
2602 - General Program	1,732.88	4,462.47	-2,729.59	-61.2%
<b>Total 2600 - Expendable Supplies</b>	<b>2,975.67</b>	<b>6,289.19</b>	<b>-3,313.52</b>	<b>-52.7%</b>

10:07 AM

**Buffalo and Erie County Naval & Military Park  
Profit & Loss Prev Year Comparison  
April through July 2016**

08/22/16

Accrual Basis

	<u>Apr - Jul 16</u>	<u>Apr - Jul 15</u>	<u>\$ Change</u>	<u>% Change</u>
<b>2700 - Occupancy</b>				
2702 - Repair & Maintenance	21,126.60	21,310.22	-183.62	-0.9%
2704 - Liability & Casualty Ins	19,241.43	15,293.00	3,948.43	25.8%
2705 - Security	729.00	562.75	166.25	29.5%
2708 - Uniforms	0.00	266.50	-266.50	-100.0%
2709 - Water	2,666.01	2,572.01	94.00	3.7%
2710 - Landscaping/Gardening	2,680.33	3,063.08	-382.75	-12.5%
<b>Total 2700 - Occupancy</b>	<b>46,443.37</b>	<b>43,067.56</b>	<b>3,375.81</b>	<b>7.8%</b>
<b>2800 - Telephone</b>	<b>4,579.78</b>	<b>3,589.35</b>	<b>990.43</b>	<b>27.6%</b>
<b>2900 - Postage &amp; Freight</b>	<b>723.37</b>	<b>904.49</b>	<b>-181.12</b>	<b>-20.0%</b>
<b>3000 - Travel</b>				
3002 - Meals & Lodging	0.00	-474.61	474.61	100.0%
3003 - Out-of-Town Transport.	0.00	1,135.09	-1,135.09	-100.0%
3005 - Local Meetings & Conf.	490.36	440.29	50.07	11.4%
<b>Total 3000 - Travel</b>	<b>490.36</b>	<b>1,100.77</b>	<b>-610.41</b>	<b>-55.5%</b>
<b>3100 - Advertising &amp; Promotion</b>				
3101 - Advertising	20,351.00	9,989.00	10,362.00	103.7%
3102 - Gifts & Souvenirs	272.00	0.00	272.00	100.0%
3103 - Dues & Subscriptions	199.00	174.00	25.00	14.4%
<b>Total 3100 - Advertising &amp; Promotion</b>	<b>20,822.00</b>	<b>10,163.00</b>	<b>10,659.00</b>	<b>104.9%</b>
<b>3400 - Unclassified</b>				
3401 - Unclassified	317.00	282.00	35.00	12.4%
3402 - Canadian Discount	-43.32	89.22	-132.54	-148.6%
3403 - Interest Expense	1,325.12	2,863.27	-1,538.15	-53.7%
3405 - Service Charges	4,507.41	3,911.48	595.93	15.2%
3406 - NYS Sales Tax	3,595.80	3,009.63	586.17	19.5%
<b>Total 3400 - Unclassified</b>	<b>9,702.01</b>	<b>10,155.60</b>	<b>-453.59</b>	<b>-4.5%</b>
<b>4000 - Fund Transfers</b>				
4001 - Capital Outlay	0.00	2,604.93	-2,604.93	-100.0%
<b>Total 4000 - Fund Transfers</b>	<b>0.00</b>	<b>2,604.93</b>	<b>-2,604.93</b>	<b>-100.0%</b>
<b>Total Expense</b>	<b>403,455.08</b>	<b>363,891.78</b>	<b>39,563.30</b>	<b>10.9%</b>
<b>Net Ordinary Income</b>	<b>285,527.06</b>	<b>206,367.12</b>	<b>79,159.94</b>	<b>38.4%</b>
<b>Net Income</b>	<b>285,527.06</b>	<b>206,367.12</b>	<b>79,159.94</b>	<b>38.4%</b>