

Board of Directors Meeting

September 22, 2016

5:00 pm

AGENDA

1. Minutes – Meeting of: August 24, 2016
2. Executive Director Report/Financials
3. Development Director Report
4. Lobbyist Report
5. Chairman's Remarks
6. Committee Reports
 - Executive/Finance (Bylaws) – Alessi
 - Citizens Advisory/Community Outreach – Billoni/Woolcock
 - Development/Marketing/Media/Events – Diina
 - Facilities/Landscape/Master Plan/Exhibits – Galazka/Swanekamp
 - Veterans Advisory Committee – Garvey/McGuire
 - Veterans Tribute Award/Celebration – Zaepfel
7. Other Business
8. Adjournment

Next Meeting: **Thursday**
October 27, 2016
5:00 PM
Naval Park
Admirals Quarters



**BUFFALO & ERIE COUNTY
NAVAL &
MILITARY
PARK**

One Naval Park Cove | Buffalo, NY 14202 | Tel (716) 847-1773 | Fax (716) 847-6405 | www.buffalonaivalpark.org

REMINDER

BOARD OF DIRECTORS MEETING

THURSDAY

SEPTEMBER 22, 2016

5:00 PM

ADMIRALS QUARTERS

If you will not be attending please let me know.

(716) 847-1773 x10

If you plan to call in, please notify us at (716) 847-1773 x10

Conference call in numbers are:

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One Naval Park Cove
Buffalo, NY 14202

MINUTES – BOARD OF DIRECTORS MEETING – Aug 24, 2016

A MEETING OF THE Board of Directors of the Buffalo and Erie County Naval and Military Park was held August 24, 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; Kathleen Garvey, Treasurer; Michael J. Billoni, Secretary; Joseph Brennan, Anthony F. Caruana, Jerzy Galazka, Kenneth J. Swanekamp, Thomas F. Higgins, Daniel M. Gregorio, Marina P. Woolcock, Andy Rabb, Marlene Roll, Col. P. Cunningham, Paul Marzello and JoAnn Drozdak

By Telephone: Dr. Louis W. Irmisch, Terry McGuire

Absent: Scott Dempsey, Warren Galloway, Marquitta R. Whitehead, Daniel B. Tauriello and Laura A. Zaepfel

1.) Minutes Motion was made by Mr. Caruana, seconded by Mr. Gregorio, that the minutes be approved as presented. Motion carried.

2.) Executive Director Report/Financials:

Col Cunningham reviewed the financial statements. The Profit/Loss statement: Gate Revenue is up 18%, party rental, gift shop and encampment are all up in revenue. Our revenue is in good shape. The difference in Sponsorship is because it previously was recorded in Special events. They are now both recorded separately. The simulator is repaired and is operational. Vending Commissions do not show any revenue because the machines have not yet been emptied. The refund from Worker's Comp is listed in Miscellaneous Income. The Colonel stated we are down in admissions overall year to date believed to be due to the hot summer weather. The Erie County Fair was also down 15% this year due to the excessive heat. Party in the Park report was good.

Pokémon continues to be a problem in the park. Mr. Rabb stated we can kick the Pokémon out of the park after sunset. The City is trying to find ways to lock the lamps to prevent the Pokémon players from using the electrical outlets. Paul talked to B District Police to request increase in patrols.

Motion to accept report by Mr. Gregorio and seconded by Mr. Caruana. Motion carried.

3) Development Director Report: Paul Marzello reported the Party in the Park was successful. Closing the Liberty Hound made a huge difference. It opened up the venue, had a cash bar and air conditioning. Deb O'Shea did a tremendous job pulling it together. This set up will easily accommodate 500 people. This year we added bag pipes and an 11 year old singer. Mr. Diina stated the Red Cross attended PIP and are considering this site for their Mash event. Mr. Diina recognized the Docents for a great job with the tours. Marina stated the PIP video would be

good to use as a promotional piece. Mr. Gregorio stated the interaction was better with the use of the Liberty Hound.

Mr. Marzello reported we have stepped up our promotions. We had a table manned for 10 days at the Erie County Fair by John Orluk and his wife. We will have a table at the Maritime Festival and promote with flyers stating "Our boat is bigger than your boat".

Reminder the Veterans Tribute Award Ceremony is August 27. On September 2, in connection with a presentation of military awards by Congressman Higgins to a WWII Veteran, there will be a wreath laying and taps played commemorating the end of WWII.

Mr. Marzello stated our next improvement step will be Audio Tours done at the monuments first. They would be accessed through an app on your phone. The audio will give you history on the monument.

Mr. Billoni stated Mr. Bill Barden will be working with him on a Veterans Day Ceremony, November 11. Any suggestions for the Ceremony should be sent to Mr. Billoni.

4) Lobbyist Report: Camille Brandon reported on the 2014 NYS Parks Grants. The "deck" grants are being processed, however, the \$100,000 "Grisanti" grant may be in jeopardy. Mr. Alessi stated that this has been a priority item since day one and requested Camille follow up on this. Ms. Woolcock stated when a sitting Senator is defeated, the funds tend to disappear and many groups are left short changed, not just the Buffalo Naval Park. Senator Gallivan, Mr. Baynes and Mr. Ryan are looking into this matter. Mr. Brennan recommended having more events like Party in the Park, so we can be more self-sufficient.

Camille reported this year we did not meet State CFA grant deadlines. Mr. Alessi does not understand how we can miss so important a deadline and requested Camille investigate. Ms. Woolcock recommended having a Grant Committee, and a Grant writer for next year.

Chairman Alessi directed Camille to set up a WNY Delegation breakfast to be scheduled in September.

5) Chairman's remarks: Chairman Alessi reported the Party in the Park was a great promotional and PR success, but we may not be doing all we can do. We need to do more to for maximize the party. It is disappointing to have such a great party and not have greater financial results. Mr. Billoni stated unless major change is done in preparation for Party in the Park, results will remain the same. We need to have a recap of the event and have a Committee and Chairperson who meet monthly. Sponsorships are where the money is to be made. Chairman Alessi stated the point is well taken and we do need a debriefing. Chairman Alessi asked for this to be placed on the agenda for the next Marketing and Development Committee meeting.

The Executive Committee will be meeting on 9/7/16, for strategic planning.

Marina Woolcock would like board chairs involved in the strategic planning. Chairman Alessi stated he wants to get started on a report to be presented to the board. More can be accomplished starting with a smaller group. Chairman Alessi will consider this under advisement.

Chairman Alessi reported on a meeting with Stephanie Crockatt, Executive Director of Olmstead Park Conservancy. She wants to partner with the Park on joint promotions and proposals. She is going to share with us policies on statues, memorials and naming rights.

6) Committee Reports:

Community Outreach: Mr. Billoni and Ms. Garvey are working on a joint effort for the Citizens Advisory and Veterans Advisory Committees. Mr. Billoni would like to run the meetings in the Hangar Building since this will be such a large Committee.

Development/Marketing/Membership/Media/Events – Mr. Diina stated our season is now growing from 8 months to 10 months. The Annual Fund Raiser will be in November, five board members did not participate last year. Sponsorships are where the profits are. Our Bequest program needs support from the Board members. We need to send out our Season Sponsor packets by the end of the year. The impact of extended hours is being analyzed, next year we may trim back an hour.

Mr. Marzello reported the Encampment program has educational value; he is looking into ways to expand it through educational grants. The Liberty Hound will be extending their hours for the winter. Wednesday – Saturday they will be open noon till nine. Sundays they will be open noon till eight. Chairman Alessi requested Mr. Marzello look at our sub-lease with Liberty Hound to see whether those hours are in conformity.

Facilities/Landscape/Master Plan/Exhibits – Mr. Galazka reported that the Pokémon gamers are damaging our landscape. Mr. Swanekamp discussed the Hangar Building design and that he is working with Colonel Cunningham and John Branning on it. Mr. Gregorio suggested the use of pavers as previously discussed and was looking for an update from the Committee. This will be discussed at the next Marketing Committee. Monuments policy from Olmstead we have and will discuss after Labor Day. Chairman Alessi stated the completion for the scheduled design of the Hangar Building is 4 months and that a Scoping Meeting with Flynn Battaglia for the design work was held on 7/21, 2016 with Col. Cunningham, Paul Marzello, Anthony Diina, Ken Swanekamp, Andy Rabb. We will request funding from the state after elections. We are designing a 2 dollar million facility.

Veterans Tribute/Celebration/ – Zaepfel– Reminder the Veterans Tribute Awards is on August 27, at 1:00 in the Hangar Building. We have 3 outstanding honorees: Peter Pilc; Lou Michel and the Buffalo News; and Dr. John Long. Chairman Alessi encouraged everyone to attend.

8) Other Business: Chairman Alessi mentioned Mr. Brennan was featured in Business First.

9) Next Meeting Date – The next meeting will be Thursday, Sept 22, 2016 at 5:00pm.

10) Adjournment – There being no further business, motion made by Mr. Gregorio and seconded by Ms. Woolcock to adjourn. Chair Alessi adjourned the meeting at 6:40 PM.

Respectfully submitted,

Michael J. Billoni, Secretary

Minutes Approved: _____

2:40 PM

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

09/13/16

Accrual Basis

	Aug 31, 16	Aug 31, 15	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 - Cash				
101 - Petty Cash & Change	1,601.00	1,601.00	0.00	0.0%
Total 100 - Cash	1,601.00	1,601.00	0.00	0.0%
107 - M&T Savings Account	5,105.54	10,097.56	-4,992.02	-49.4%
108 - M&T Operating Account	237,101.43	137,051.20	100,050.23	73.0%
109 - M&T Payroll Account	41,277.41	27,277.17	14,000.24	51.3%
111 - M&T Escrow Account	2,534.58	2,533.04	1.54	0.1%
Total Checking/Savings	287,619.96	178,559.97	109,059.99	61.1%
Accounts Receivable				
112 - Accounts Receivable	0.00	20,000.00	-20,000.00	-100.0%
Total Accounts Receivable	0.00	20,000.00	-20,000.00	-100.0%
Other Current Assets				
110 - USS The Sullivans Endowment	47,127.39	50,001.39	-2,874.00	-5.8%
Total Other Current Assets	47,127.39	50,001.39	-2,874.00	-5.8%
Total Current Assets	334,747.35	248,561.36	86,185.99	34.7%
Fixed Assets				
170 - Property, Plant & Equip.	600,964.76	639,049.64	-38,084.88	-6.0%
Total Fixed Assets	600,964.76	639,049.64	-38,084.88	-6.0%
Other Assets				
131 - Inventory - Ship's Store	29,690.85	24,663.94	5,026.91	20.4%
141 - Prepaid Expenses	35,820.18	9,222.28	26,597.90	288.4%
Total Other Assets	65,511.03	33,886.22	31,624.81	93.3%
TOTAL ASSETS	1,001,223.14	921,497.22	79,725.92	8.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200 - Accounts Payable	24,036.92	4,618.44	19,418.48	420.5%
Total Accounts Payable	24,036.92	4,618.44	19,418.48	420.5%
Other Current Liabilities				
221 - Deferred Revenue	20,617.50	21,987.00	-1,369.50	-6.2%
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	25,495.36	-25,507.18	-100.1%
219 - M&T Loan - January 2014	68,981.04	93,750.05	-24,769.01	-26.4%
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%
Total Other Current Liabilities	99,428.72	170,109.06	-70,680.34	-41.6%
Total Current Liabilities	123,465.64	174,727.50	-51,261.86	-29.3%
Total Liabilities	123,465.64	174,727.50	-51,261.86	-29.3%
Equity				
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	347,546.25	290,010.44	57,535.81	19.8%
Total Equity	877,757.50	746,769.72	130,987.78	17.5%
TOTAL LIABILITIES & EQUITY	1,001,223.14	921,497.22	79,725.92	8.7%

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

09/13/16

Accrual Basis

	<u>Apr - Aug 16</u>	<u>Apr - Aug 16</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
1000 - Gov't Support				
1002 - Erie County	11,278.50	22,330.00	-11,053.50	-49.5%
1003 - New York State	0.00	0.00	0.00	0.0%
Total 1000 - Gov't Support	11,278.50	22,330.00	-11,053.50	-49.5%
1010 - Unrestr. Public Support	57,799.86	16,543.78	41,256.08	249.4%
1101 - Admissions	377,528.76	332,083.22	45,465.54	13.7%
1102 - Party Rental	14,952.00	12,705.00	2,247.00	17.7%
1103 - Simulator	5,055.59	8,238.00	-3,182.41	-38.6%
1113 - Gift Shop Sales - Gross	148,049.53	130,379.36	17,670.17	13.8%
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	7,845.91	21,631.52	-13,985.61	-84.7%
1150 - Interest Income	0.40	1.81	-1.41	-77.9%
1152 - Miscellaneous Income	29,985.50	3,328.13	26,657.37	801.0%
1160 - Cash Over/Short	0.00	-92.08	92.08	100.0%
1170 - Special Events	21,980.85	73,385.59	-51,404.74	-70.1%
1113A - Grab N Go Gross	27,310.80	13,839.14	13,471.66	97.3%
1151 - Rental Income - Restaurant	32,846.95	28,812.69	4,034.26	14.0%
1171 - Sponsorships	48,700.00	0.00	48,700.00	100.0%
Total Income	898,375.65	762,336.87	136,038.78	17.8%
Gross Profit	898,375.65	762,336.87	136,038.78	17.8%
Expense				
2000 - Salaries & Wages				
2001 - Administrative	51,978.56	43,520.98	8,455.60	19.4%
2002 - Maintenance	136,282.00	132,512.88	3,769.12	2.8%
2003 - Ship's Store	10,832.53	21,012.84	-10,180.31	-48.5%
2005 - Admissions	11,107.61	6,929.45	4,178.16	60.3%
Total 2000 - Salaries & Wages	210,198.70	203,976.13	6,222.57	3.1%
2100 - Payroll Taxes				
2101 - FICA Expense	16,285.48	16,282.45	3.03	0.0%
2102 - NYS Unempl. Ins.	6,588.34	5,320.79	1,267.55	23.8%
2103 - Disability Benefits	41.62	80.21	-38.59	-48.1%
Total 2100 - Payroll Taxes	22,915.44	21,683.45	1,231.99	5.7%
2200 - Employee Benefits				
2201 - Workmens Comp. Ins.	6,525.83	16,844.77	-10,318.94	-61.3%
2202 - Hospitalization Ins.	19,142.50	17,836.00	1,306.50	7.3%
2205 - Employee Life Ins.	749.38	1,190.15	-440.79	-37.0%
2206 - Employee Bonus	0.00	8,868.44	-8,868.44	-100.0%
Total 2200 - Employee Benefits	26,417.69	44,737.36	-18,319.67	-41.0%
2300 - Museum Expense				
2301 - Museum Exhibits	12,165.53	10,146.22	2,019.31	19.9%
2302 - Docent Expense	261.97	73.90	188.07	254.5%
Total 2300 - Museum Expense	12,427.50	10,220.12	2,207.38	21.6%
2400 - Professional Fees				
2402 - Accounting and Audit	6,200.00	3,000.00	3,200.00	108.7%
2403 - Payroll Service	760.15	785.92	-25.77	-3.3%
2404 - Lobbying Expense	3,000.00	2,035.00	965.00	47.4%
2405 - Other	8,758.89	0.00	8,758.89	100.0%
Total 2400 - Professional Fees	18,719.04	5,820.92	12,898.12	221.6%
2500 - Cost of Sales				
2501 - Ship's Store	74,927.10	65,777.85	9,149.25	13.9%
2503 - Encampment Provisions	24,229.87	17,890.46	6,339.41	35.4%
2504 - Special Events	11,485.37	8,352.82	3,132.75	37.5%
Total 2500 - Cost of Sales	110,642.34	92,020.93	18,621.41	20.2%
2600 - Expendable Supplies				
2601 - Office and Administrativ	2,044.14	2,947.03	-902.89	-30.8%
2602 - General Program	3,232.88	8,373.17	-3,140.29	-49.3%
Total 2600 - Expendable Supplies	5,277.02	9,320.20	-4,043.18	-43.4%

2:39 PM

09/13/16

Accrual Basis

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

	<u>Apr - Aug 16</u>	<u>Apr - Aug 15</u>	<u>\$ Change</u>	<u>% Change</u>
2700 - Occupancy				
2702 - Repair & Maintenance	61,289.68	22,399.49	38,870.39	173.5%
2704 - Liability & Casualty Ins	25,103.43	21,000.00	4,103.43	19.5%
2705 - Security	729.00	582.75	186.25	29.5%
2708 - Uniforms	0.00	286.50	-286.50	-100.0%
2709 - Water	2,770.96	2,676.96	94.00	3.5%
2710 - Landscaping/Gardening	2,660.33	3,512.83	-832.60	-23.7%
Total 2700 - Occupancy	92,553.60	50,418.63	42,134.97	83.6%
2800 - Telephone	5,709.14	5,647.57	61.57	1.1%
2900 - Postage & Freight	842.11	1,169.28	-327.15	-28.0%
3000 - Travel				
3002 - Meals & Lodging	55.57	-474.81	530.18	111.7%
3003 - Out-of-Town Transport.	0.00	1,135.09	-1,135.09	-100.0%
3005 - Local Meetings & Conf.	623.65	440.29	183.36	41.7%
Total 3000 - Travel	679.22	1,100.77	-421.55	-38.3%
3100 - Advertising & Promotion				
3101 - Advertising	24,266.73	10,239.00	14,027.73	137.0%
3102 - Gifts & Souvenirs	272.00	0.00	272.00	100.0%
3103 - Dues & Subscriptions	233.00	174.00	59.00	33.9%
3100 - Advertising & Promotion - Other	92.44	0.00	92.44	100.0%
Total 3100 - Advertising & Promotion	24,864.17	10,413.00	14,451.17	138.8%
3400 - Unclassified				
3401 - Unclassified	442.00	282.00	160.00	56.7%
3402 - Canadian Discount	267.50	85.21	182.29	213.9%
3403 - Interest Expense	2,224.01	3,538.40	-1,314.39	-37.2%
3405 - Service Charges	6,158.69	6,267.82	-101.33	-1.6%
3408 - NYS Sales Tax	4,025.18	3,009.63	1,015.55	33.7%
Total 3400 - Unclassified	13,115.28	13,173.16	-57.88	-0.4%
4000 - Fund Transfers				
4001 - Capital Outlay	6,348.39	2,624.93	3,723.46	141.9%
Total 4000 - Fund Transfers	6,348.39	2,624.93	3,723.46	141.9%
66900 - Reconciliation Discrepancies	119.76	0.00	119.76	100.0%
Total Expense	550,829.40	472,326.43	78,502.97	16.6%
Net Ordinary Income	347,546.25	290,010.44	57,535.81	19.8%
Net Income	347,546.25	290,010.44	57,535.81	19.8%