



REMINDER

BOARD OF DIRECTORS MEETING

THURSDAY

OCTOBER 27, 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:

Verizon: (517) 876-3247

Passcode: 8710349

Board of Directors Meeting

October 27, 2016

5:00 pm

AGENDA

1. Minutes – Meeting of: September 22, 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
November 17, 2016
5:00 PM
Naval Park
Admirals Quarters

One Naval Park Cove
Buffalo, NY 14202

MINUTES – BOARD OF DIRECTORS MEETING – Sept 22, 2016

A MEETING OF THE Board of Directors of the Buffalo and Erie County Naval and Military Park was held Sept 22, 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, Scott Dempsey, Jerzy Galazka, , Thomas F. Higgins, Daniel M. Gregorio, Dr. Louis W. Irmisch, Terry McGuire, Marlene Roll, Paul Marzello and JoAnn Drozdak

By Telephone: Marina P. Woolcock, Laura A. Zaepfel and Col. P. Cunningham

Absent: Warren Galloway, Anthony P. LoRusso, Andy Rabb, Kenneth J. Swanekamp, Marquitta R. Whitehead and Daniel B. Tauriello

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

2.) Executive Director Report/Financials:

Col Cunningham reviewed the financial statements. The Profit/Loss statement: Line 1002 Erie County – is down due to a timing issue, our next check is due in October. Line 1010 Unrestricted Public Support is up due to donations of \$25,000 from Ralph Wilson and \$15,000 from United Way raffle. Admissions is up due to increase in prices. Line 1170 Special Events and Line 1171 need to be combined to compared to last year. The difference in Sponsorship is because it previously was recorded in Special events. They are now both recorded separately. Cost of Sales Line 2503 – Encampment has gone up. Encampment cost will be reviewed to see if an increase in fee is necessary. Line 2702 Repair and Maintenance is up due to repair of the brows.

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

On Friday, September, 30 @9:30 there will be a Ceremony dedicating the marker stone for Frank Evans. The memorial is for 74 sailors who were on the Destroyer when it collided with an Australian ship. Three of the sailors were from New York State. The names are placed on the backside of the stone. They want to place a stone in every state the 74 sailors were from. This should get some publicity.

Home Depot brought in 150 volunteers last week and they donated 200 chairs and 20 tables.

Mr. Higgins presented Edward Kirkwood with a plaque for all his service and dedication to the Korean War Memorial.

3) Development Director Report: Paul Marzello reported he has been attending the Docent meetings. Mr. Brennan has offered to attend the Docent Meetings. This is a terrific resource. He stated WNY Service and Home Depot completed the following: they built 20 tables, donated 200 chairs, and built 2 large benches, 2 vessels exhibits. They mulched and weeded the gardens. This took a lot of planning and began at 7:00 am. Over \$13,000 in materials and service collaboration. He is working with them to plan for next year.

Fund raising opportunity with the Buffalo Bills Concession Stand. He needs 12 volunteers for each game. All volunteers must be qualified with 3 hours of training. We will receive \$800.00 per game and 1.5% of concessions sold. If we have 24 people for each we receive \$1600.00 per game and an increase in concessions sold.

Marketing and Developing – Paul is working on a welcoming party for the June Commissioning Ceremony. The hat and T-Shirt for Encampment participants is on display in the gift shop.

Paul is working on the development of the audio tours. If anyone has input it can be given to Paul or the Colonel.

4) Lobbyist Report: Camille Brandon reported the Legislative Breakfast with Erie County Legislatures is scheduled for October 5 @ 9:30 here in the Admirals Quarters. A meeting with the Common Council and Western NY Delegation will be scheduled for later in October. Everyone is welcome to attend the legislative breakfast.

5) Chairman's remarks: Chairman Alessi reported he met with Camille and Jack O'Donnell to enhance the effort. We are always looking for more input from the City of Buffalo. The City has asked us to sign off on the "Opportunity Pledge", to be more inclusive with regard to diversity. We would like to report to the Mayor that we have adopted this pledge. Motion was made by Mr. Billoni and seconded by Mr. Higgins to accept the pledge. No one opposed, motion carried.

The Executive Committee met on 9/7/16, for strategic planning. Abbey Mecca is asking for any comments, suggestions or ideas for the Strategic Plan to be submitted within 2 weeks.

The Executive Committee will meet on October 12 to review the draft with comments and consider for the Board of Directors Meeting on October 27.

On June 4 a ceremony for Admiral McCluskey was held. Chris Jacobs and Brian Higgins honored him for the Battle of Midway. He was the leading pilot involved in that battle. As a result of the ceremony they would like us to consider doing a Admiral McCluskey statue. Discussion proceeded, the statue would be similar to the existing statues. Suggested we put the statues together so they are more visible. A Circle of Honor project will include these three statues and allow additional statues from the local area. A grant was submitted to the Wendt Foundation for the McCluskey statue and an application to Greenway for a grant request of \$400,000. Motion to accept by Mr. Diina, seconded by Ms. Garvey. Motion was carried.

6) Committee Reports:

Citizens Advisory/Community Outreach: Mr. Billoni reported with a combined effort they have begun to review potential members, who are veterans. Follow-up will be in early October outlining responsibilities.

Development/Marketing/Membership/Media/Events – Mr. Diina stated the next 8 months we need to work on Marketing and Branding: Commissioning of the Little Rock and Sponsorship Package. Membership to the park and seating during the Commissioning Ceremony. Season Media Sponsors we want our branding and strategy clear all year long. We need a specific plan for development. The Annual Fund – we will send 100 targeted letters, each personalized. The rest will be electronic. Looking for a list of solicitation and any suggestions for personalization. We need a plan for grants and grant writing. Our membership program does not have a good re-engagement process. We need a proposal for naming rights, we have the visibility and high traffic.

Facilities/Landscape/Master Plan/Exhibits – Mr. Galazka reported he is glad Edward Kirkwood was recognized, and thanked Paul Marzello and John Branning for a great job coordinating the volunteers. We met with the City Council and Architect firm regarding the new Hangar Building. The next meeting is October 4. Chairman Alessi stated this is the first time in history we have a survey of the Hangar Building and the land around us. This was a long ongoing process. We are working very well with the city and county, they are coming around to understand.

Veterans Tribute/Celebration/ – Zaepfel– Ms. Zaepfel reported the Veterans Tribute Award was a great day. Thank you to everyone for a great turn out. Dr. Long received the First Chairman’s Award. We received a lot of media coverage. Mr. Marzello stated this has turned into one of our signature events. Mr. McGuire would like less legislative talking.

8) Other Business: Mr. McGuire thanked committee for the initial draft on the Strategic Plan. He would like each Committee to come up with their own plan and look for common threads. We should build from the ground up.

9) Next Meeting Date – The next meeting will be Thursday, Oct 27, 2016 at 5:00pm.

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

Respectfully submitted,

Michael J. Billoni, Secretary

Minutes Approved: _____

2:30 PM

10/21/16

Accrual Basis

Buffalo and Erie County Naval & Military Park
Balance Sheet Prev Year Comparison
As of September 30, 2016

	Sep 30, 16	Sep 30, 15	% Change
ASSETS			
Current Assets			
Checking/Savings			
100 - Cash			
101 - Petty Cash & Change	1,601.00	1,601.00	0.0%
Total 100 - Cash	1,601.00	1,601.00	0.0%
107 - M&T Savings Account	5,105.54	10,097.56	-49.4%
108 - M&T Operating Account	330,307.06	83,542.98	295.4%
109 - M&T Payroll Account	1,391.46	43,415.68	-96.8%
111 - M&T Escrow Account	2,534.58	2,533.04	0.1%
Total Checking/Savings	340,939.64	141,190.26	141.5%
Accounts Receivable			
112 - Accounts Receivable	0.00	20,000.00	-100.0%
Total Accounts Receivable	0.00	20,000.00	-100.0%
Other Current Assets			
110 - USS The Sullivans Endowment	47,127.39	50,001.39	-5.8%
Total Other Current Assets	47,127.39	50,001.39	-5.8%
Total Current Assets	388,067.03	211,191.65	83.8%
Fixed Assets			
170 - Property, Plant & Equip.	600,964.76	639,049.64	-6.0%
Total Fixed Assets	600,964.76	639,049.64	-6.0%
Other Assets			
131 - Inventory - Ship's Store	29,485.28	25,536.94	15.5%
141 - Prepaid Expenses	35,820.18	9,222.28	288.4%
Total Other Assets	65,305.46	34,759.22	87.9%
TOTAL ASSETS	1,054,337.25	885,000.51	19.1%
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200 - Accounts Payable	49,056.54	307.51	15,852.8%
Total Accounts Payable	49,056.54	307.51	15,852.8%
Other Current Liabilities			
221 - Deferred Revenue	32,912.50	30,672.00	7.3%
241 - Accrued Interest	0.00	427.65	-100.0%
202 - HNSA Clearing Account	0.00	-70.00	100.0%
209 - M&T - Line of Credit	-11.82	1,495.36	-100.8%
219 - M&T Loan - January 2014	68,981.04	91,666.72	-24.8%
231 - Accrued Payroll	9,842.00	22,089.00	-55.4%
240 - 240 - Other Accrued Exp	0.00	5,598.00	-100.0%
Total Other Current Liabilities	111,723.72	151,878.73	-26.4%
Total Current Liabilities	160,780.26	152,186.24	5.7%
Total Liabilities	160,780.26	152,186.24	5.7%
Equity			
299 - Opening Balance Equity	85,409.36	85,409.36	0.0%
300 - Retained Earnings	444,801.89	371,349.92	19.8%
Net Income	363,345.74	276,054.99	31.6%
Total Equity	893,556.99	732,814.27	21.9%
TOTAL LIABILITIES & EQUITY	1,054,337.25	885,000.51	19.1%

2:31 PM

10/21/16

Accrual Basis

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

	Apr - Sep 16	Apr - Sep 15	% Change
Ordinary Income/Expense			
Income			
1000 - Gov't Support			
1002 - Erle County	11,276.50	22,330.00	-49.5%
1003 - New York State	0.00	0.00	0.0%
Total 1000 - Gov't Support	11,276.50	22,330.00	-49.5%
1010 - Unrestr. Public Support	62,765.86	21,143.78	196.9%
1101 - Admissions	433,012.50	376,123.27	15.1%
1102 - Party Rental	20,877.00	15,970.00	30.7%
1103 - Simulator	8,123.59	8,904.00	-8.8%
1113 - Gift Shop Sales - Gross	174,011.38	150,584.80	15.6%
1114 - Encampments - Gross	124,361.00	107,924.00	15.2%
1131 - Vending Commissions	0.00	128.21	-100.0%
1140 - Memberships	8,791.53	23,217.69	-62.1%
1150 - Interest Income	0.40	1.81	-77.9%
1152 - Miscellaneous Income	29,985.50	3,948.13	659.5%
1160 - Cash Over/Short	0.00	-92.08	100.0%
1170 - Special Events	22,525.85	73,840.59	-69.5%
1113A - Grab N Go Net	18,185.40	9,795.94	85.6%
1151 - Rental Income - Restaurant	41,571.95	37,537.69	10.8%
1171 - Sponsorships	48,900.00	0.00	100.0%
Total Income	1,004,388.46	851,357.83	18.0%
Gross Profit	1,004,388.46	851,357.83	18.0%
Expense			
2000 - Salaries & Wages			
2001 - Administrative	59,646.87	52,692.58	13.2%
2002 - Maintenance	154,441.03	157,962.28	-2.2%
2003 - Ship's Store	12,681.59	24,697.53	-48.7%
2005 - Admissions	13,290.86	8,633.14	54.0%
Total 2000 - Salaries & Wages	240,060.35	243,985.53	-1.6%
2100 - Payroll Taxes			
2101 - FICA Expense	19,092.74	19,343.16	-1.3%
2102 - NYS Unempl. Ins.	7,017.19	5,910.99	18.7%
2103 - Disability Benefits	94.69	32.41	192.2%
Total 2100 - Payroll Taxes	26,204.62	25,286.56	3.6%
2200 - Employee Benefits			
2201 - Workmens Comp. Ins.	6,525.83	16,844.77	-61.3%
2202 - Hospitalization Ins.	19,142.50	23,266.07	-17.7%
2205 - Employee Life Ins.	854.59	1,359.18	-37.1%
2206 - Employee Bonus	6,834.62	8,866.44	-22.9%
Total 2200 - Employee Benefits	33,357.54	50,336.46	-33.7%
2300 - Museum Expense			
2301 - Museum Exhibits	12,165.53	10,978.47	10.8%
2302 - Docent Expense	261.97	73.90	254.5%
Total 2300 - Museum Expense	12,427.50	11,052.37	12.4%
2400 - Professional Fees			
2402 - Accounting and Audit	6,200.00	3,000.00	106.7%
2403 - Payroll Service	760.15	932.40	-18.5%
2404 - Lobbying Expense	4,000.00	3,035.00	31.8%
2405 - Other	8,833.89	0.00	100.0%
Total 2400 - Professional Fees	19,794.04	6,967.40	184.1%

2:31 PM

10/21/16

Accrual Basis

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

	Apr - Sep 16	Apr - Sep 15	% Change
2500 - Cost of Sales			
2501 - Ship's Store	87,972.03	75,305.09	16.8%
2503 - Encampment Provisions	28,052.13	20,676.76	35.7%
2504 - Special Events	14,393.42	11,288.07	27.5%
Total 2500 - Cost of Sales	130,417.58	107,269.92	21.6%
2600 - Expendable Supplies			
2601 - Office and Administrativ	2,044.14	3,865.28	-47.1%
2602 - General Program	3,528.88	8,184.33	-56.9%
Total 2600 - Expendable Supplies	5,573.02	12,049.61	-53.8%
2700 - Occupancy			
2702 - Repair & Maintenance	34,660.71	30,461.84	13.8%
2704 - Liability & Casualty Ins	26,073.43	26,401.00	-1.2%
2705 - Security	729.00	562.75	29.5%
2708 - Uniforms	0.00	266.50	-100.0%
2709 - Water	7,256.20	6,356.79	14.2%
2710 - Landscaping/Gardening	2,870.33	3,889.59	-26.2%
Total 2700 - Occupancy	71,589.67	67,938.47	5.4%
2800 - Telephone	6,636.89	6,928.75	-4.2%
2900 - Postage & Freight	1,397.61	1,616.26	-13.5%
3000 - Travel			
3002 - Meals & Lodging	55.57	-474.61	111.7%
3003 - Out-of-Town Transport.	0.00	1,579.09	-100.0%
3004 - Training & Education	0.00	325.00	-100.0%
3005 - Local Meetings & Conf.	623.65	440.29	41.7%
Total 3000 - Travel	679.22	1,869.77	-63.7%
3100 - Advertising & Promotion			
3101 - Advertising	27,281.73	10,489.00	160.1%
3102 - Gifts & Souvenirs	374.00	0.00	100.0%
3103 - Dues & Subscriptions	233.00	174.00	33.9%
3100 - Advertising & Promotion - Other	92.44	0.00	100.0%
Total 3100 - Advertising & Promotion	27,981.17	10,663.00	162.4%
3400 - Unclassified			
3401 - Unclassified	1,005.10	282.00	256.4%
3402 - Canadian Discount	326.59	107.39	204.1%
3403 - Interest Expense	2,224.01	3,962.22	-43.9%
3405 - Service Charges	6,156.59	8,462.64	-27.3%
3406 - NYS Sales Tax	17,333.07	13,899.56	24.7%
Total 3400 - Unclassified	27,045.36	26,713.81	1.2%
4000 - Fund Transfers			
4001 - Capital Outlay	37,758.39	2,624.93	1,338.5%
Total 4000 - Fund Transfers	37,758.39	2,624.93	1,338.5%
66900 - Reconciliation Discrepancies	119.76	0.00	100.0%
Total Expense	641,042.72	575,302.84	11.4%
Net Ordinary Income	363,345.74	276,054.99	31.6%
Net Income	363,345.74	276,054.99	31.6%

