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Board of Directors

Meeting

March 24 ,2016

AGENDA

Minutes - Meeting of March 24, 2016

Executive Director Report/Financials

Development Director Report

Lobbyist Report

Chairman's Remarks

Committee Reports

Executive/Finance (Bylaws) Alessi

Community Outreach - Woolcock

Development/Marketing/Membership/Media/Events - Diina

Facilities/Landscape/Master Plan/Exhibits - Galazka/Swanekamp

Veterans Tribute/Celebration- Zaepfel

Veterans Committe - Garvey/McGuire

Other Business

Adjournment

**NEXT
MEETING**

**Thursday
April 28, 2016
5:00 PM
Naval Park**

**Buffalo and Erie County Naval & Military Park
Balance Sheet Prev Year Comparison
As of February 29, 2016**

	Feb 28, 16	Feb 28, 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	10,099.19	86.16	10,013.03	11,621.4%
108 - M&T Operating Account	26,567.71	15,669.18	10,898.53	69.6%
109 - M&T Payroll Account	2,070.36	3,566.26	-1,495.90	-42.0%
111 - M&T Escrow Account	2,533.47	2,031.79	501.68	24.7%
Total Checking/Savings	42,871.73	22,954.39	19,917.34	86.8%
Accounts Receivable				
112 - Accounts Receivable	0.00	50,000.00	-50,000.00	-100.0%
Total Accounts Receivable	0.00	50,000.00	-50,000.00	-100.0%
Other Current Assets				
110 - USS The Sullivans Endowment	50,001.39	49,414.67	586.72	1.2%
Total Other Current Assets	50,001.39	49,414.67	586.72	1.2%
Total Current Assets	92,873.12	122,369.06	-29,495.94	-24.1%
Fixed Assets				
170 - Property, Plant & Equip.	639,049.64	516,745.93	122,303.71	23.7%
Total Fixed Assets	639,049.64	516,745.93	122,303.71	23.7%
Other Assets				
131 - Inventory - Ship's Store	28,421.08	25,764.54	2,656.54	10.3%
141 - Prepaid Expenses	9,222.28	29,278.28	-20,056.00	-68.5%
Total Other Assets	37,643.36	55,042.82	-17,399.46	-31.6%
TOTAL ASSETS	769,566.12	694,157.81	75,408.31	10.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200 - Accounts Payable	0.00	80,905.62	-80,905.62	-100.0%
Total Accounts Payable	0.00	80,905.62	-80,905.62	-100.0%
Other Current Liabilities				
221 - Deferred Revenue	24,247.50	23,557.00	690.50	2.9%
241 - Accrued Interest	427.65	607.00	-179.35	-29.8%
202 - HNSA Clearing Account	0.00	3,107.50	-3,107.50	-100.0%
209 - M&T - Line of Credit	1,495.36	74,991.53	-73,496.17	-98.0%
218 - Note Payable - M&T - Oct. 2013	0.00	66,666.68	-66,666.68	-100.0%
219 - M&T Loan - January 2014	80,845.53	106,250.03	-25,404.50	-23.9%
231 - Accrued Payroll	22,089.00	19,610.00	2,479.00	12.6%
240 - 240 - Other Accrued Exp	5,598.00	5,598.00	0.00	0.0%
Total Other Current Liabilities	134,703.04	300,387.74	-165,684.70	-55.2%
Total Current Liabilities	134,703.04	381,293.36	-246,590.32	-64.7%
Total Liabilities	134,703.04	381,293.36	-246,590.32	-64.7%
Equity				
299 - Opening Balance Equity	85,409.36	85,409.36	0.00	0.0%
300 - Retained Earnings	371,349.92	318,788.56	52,561.36	16.5%
Net Income	178,103.80	-91,333.47	269,437.27	295.0%
Total Equity	634,863.08	312,864.45	321,998.63	102.9%
TOTAL LIABILITIES & EQUITY	769,566.12	694,157.81	75,408.31	10.9%

Buffalo and Erie County Naval & Military Park
Profit & Loss Prev Year Comparison
April 2015 through February 2016

	Apr '15 - Feb 16	Apr '14 - Feb 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
1000 - Gov't Support				
1001 - City of Buffalo	0.00	2,000.00	-2,000.00	-100.0%
1002 - Erie County	22,330.00	22,000.00	330.00	1.5%
1003 - New York State	20,000.00	0.00	20,000.00	100.0%
Total 1000 - Gov't Support	42,330.00	24,000.00	18,330.00	76.4%
1010 - Unrestr. Public Support				
1101 - Admissions	32,833.34	48,766.50	-15,933.16	-32.7%
1102 - Party Rental	418,859.33	336,423.42	82,435.91	24.5%
1103 - Simulator	20,740.00	16,935.00	3,805.00	22.5%
1113 - Gift Shop Sales - Gross	13,878.30	13,463.00	415.30	3.1%
1114 - Encampments - Gross	162,619.09	128,832.36	33,786.73	26.2%
1131 - Vending Commissions	177,078.20	157,464.00	19,614.20	12.5%
1140 - Memberships	128.21	149.57	-21.36	-14.3%
1150 - Interest Income	29,947.86	23,881.01	6,066.85	25.4%
1152 - Miscellaneous Income	3.87	9.59	-5.72	-59.7%
1160 - Cash Over/Short	8,026.13	8,525.67	-499.54	-5.9%
1170 - Special Events	-152.08	80.90	-232.98	-288.0%
1113A - Grab N Go Gross	80,508.35	91,854.71	-11,346.36	-12.4%
1151 - Rental Income - Restaurant	4,621.86	1,195.44	3,426.42	286.6%
1171 - Sponsorships	52,548.14	54,051.96	-1,503.82	-2.8%
	29,591.00	0.00	29,591.00	100.0%
Total Income	1,073,561.60	905,633.13	167,928.47	18.5%
Gross Profit	1,073,561.60	905,633.13	167,928.47	18.5%
Expense				
2000 - Salaries & Wages				
2001 - Administrative	123,311.39	120,755.64	2,555.75	2.1%
2002 - Maintenance	263,232.57	212,427.42	50,805.15	23.9%
2003 - Ship's Store	40,495.69	23,824.00	16,671.69	70.0%
2005 - Admissions	12,997.15	21,217.90	-8,220.75	-38.7%
Total 2000 - Salaries & Wages	440,036.80	378,224.96	61,811.84	16.3%
2100 - Payroll Taxes				
2101 - FICA Expense	34,341.08	30,573.37	3,767.71	12.3%
2102 - NYS Unempl. Ins.	9,404.24	11,201.05	-1,796.81	-16.0%
2103 - Disability Benefits	290.31	-526.47	816.78	155.1%
Total 2100 - Payroll Taxes	44,035.63	41,247.95	2,787.68	6.8%
2200 - Employee Benefits				
2201 - Workmens Comp. Ins.	29,181.64	30,616.64	-1,435.00	-4.7%
2202 - Hospitalization Ins.	40,568.75	33,393.06	7,175.69	21.5%
2205 - Employee Life Ins.	1,846.29	1,699.23	147.06	8.7%
2206 - Employee Bonus	10,516.44	8,642.67	1,873.77	21.7%
Total 2200 - Employee Benefits	82,113.12	74,351.60	7,761.52	10.4%
2300 - Museum Expense				
2301 - Museum Exhibits	16,323.46	54,627.71	-38,304.25	-70.1%
2302 - Docent Expense	1,073.90	1,083.78	-9.88	-0.9%
Total 2300 - Museum Expense	17,397.36	55,711.49	-38,314.13	-68.8%
2400 - Professional Fees				
2402 - Accounting and Audit	5,900.00	5,800.00	100.00	1.7%
2403 - Payroll Service	1,716.20	2,285.56	-569.36	-24.9%
2404 - Lobbying Expense	5,035.00	4,600.00	435.00	9.5%
2405 - Other	0.00	2,900.00	-2,900.00	-100.0%
Total 2400 - Professional Fees	12,651.20	15,585.56	-2,934.36	-18.8%
2500 - Cost of Sales				
2501 - Ship's Store	88,223.83	65,580.02	22,643.81	34.5%
2503 - Encampment Provisions	32,082.60	32,990.75	-908.15	-2.8%
2504 - Special Events	14,194.69	20,110.20	-5,915.51	-29.4%
Total 2500 - Cost of Sales	134,501.12	118,680.97	15,820.15	13.3%
2600 - Expendable Supplies				
2601 - Office and Administrativ	7,798.33	8,960.86	-1,162.53	-13.0%
2602 - General Program	11,776.39	10,193.59	1,582.80	15.5%
Total 2600 - Expendable Supplies	19,574.72	19,154.45	420.27	2.2%

Buffalo and Erie County Naval & Military Park
Profit & Loss Prev Year Comparison
April 2015 through February 2016

	<u>Apr '15 - Feb 16</u>	<u>Apr '14 - Feb 15</u>	<u>\$ Change</u>	<u>% Change</u>
2700 - Occupancy				
2702 - Repair & Maintenance	26,733.03	23,497.98	3,235.05	13.8%
2704 - Liability & Casualty Ins	36,359.00	29,612.00	6,747.00	22.8%
2705 - Security	1,180.50	1,218.50	-38.00	-3.1%
2707 - Contractual Maint.	0.00	2,220.00	-2,220.00	-100.0%
2708 - Uniforms	266.50	240.88	25.62	10.6%
2709 - Water	8,878.51	8,857.05	21.46	0.2%
2710 - Landscaping/Gardening	3,956.59	7,133.54	-3,176.95	-44.5%
Total 2700 - Occupancy	77,374.13	72,779.95	4,594.18	6.3%
2800 - Telephone	11,052.32	8,309.84	2,742.48	33.0%
2900 - Postage & Freight	2,313.28	2,792.99	-479.71	-17.2%
3000 - Travel				
3002 - Meals & Lodging	-474.61	607.33	-1,081.94	-178.2%
3003 - Out-of-Town Transport.	1,579.09	1,001.28	577.81	57.7%
3004 - Training & Education	250.00	666.31	-416.31	-62.5%
3005 - Local Meetings & Conf.	1,141.36	1,097.61	43.75	4.0%
Total 3000 - Travel	2,495.84	3,372.53	-876.69	-26.0%
3100 - Advertising & Promotion				
3101 - Advertising	11,641.25	17,251.36	-5,610.11	-32.5%
3102 - Gifts & Souvenirs	800.45	139.95	660.50	472.0%
3103 - Dues & Subscriptions	384.75	1,155.75	-771.00	-66.7%
Total 3100 - Advertising & Promotion	12,826.45	18,547.08	-5,720.61	-30.8%
3400 - Unclassified				
3401 - Unclassified	672.89	2,919.56	-2,246.67	-77.0%
3402 - Canadian Discount	115.75	106.44	9.31	8.8%
3403 - Interest Expense	5,996.51	11,795.44	-5,798.93	-49.2%
3405 - Service Charges	11,353.75	7,239.96	4,113.79	56.8%
3408 - NYS Sales Tax	0.00	10,056.48	-10,056.48	-100.0%
Total 3400 - Unclassified	18,138.90	32,117.88	-13,978.98	-43.5%
4000 - Fund Transfers				
4001 - Capital Outlay	20,946.93	156,089.37	-135,142.44	-86.6%
Total 4000 - Fund Transfers	20,946.93	156,089.37	-135,142.44	-86.6%
Total Expense	895,457.80	996,966.60	-101,508.80	-10.2%
Net Ordinary Income	178,103.80	-91,333.47	269,437.27	295.0%
Net Income	178,103.80	-91,333.47	269,437.27	295.0%

MINUTES – BOARD OF DIRECTORS MEETING – February 25, 2016

A MEETING OF THE Board of Directors of the Buffalo and Erie County Naval and Military Park was held February 25, 2016 at the Buffalo and Erie County Naval and Military Park, One Naval Park Cove, Buffalo NY (Museum), with Vice Chair of the Board Anthony N. Diina presiding. The meeting was called to order at 5:00 PM.

Present: Anthony N. Diina, Vice Chair; Michael J. Billoni, Secretary; Joseph P. Brennan, Treasurer; Anthony F. Caruana, Jerzy Galazka, Warren Galloway, Kathleen Garvey, Thomas F. Higgins, Daniel M. Gregorio, Terry McGuire, Laura A. Zaepfel, Col. P. Cunningham, Paul Marzello and JoAnn Drozdak

By Telephone: Donald. A. Alessi, Chair; Marina P. Woolcock, Dr. Louis W. Irmisch, Andy Rabb, Marquitta R. Whitehead

Absent: Scott Dempsey, Anthony P. LoRusso, Marlene Roll, Kenneth J. Swanekamp, Daniel B. Tauriello

1.) Minutes – The minutes of the January 28, 2016 and November 19, 2015 were read. Motion was made by Mr. Higgins, seconded by Mr. Billoni, that the minutes be approved as read. Motion carried.

2.) Executive Director Report/Financials:

Col Cunningham reported minimal change in revenue from January. Our expenses are greater than the revenue received. Dr. Irmisch suggested a separate Finance Committee. Chairman Alessi stated we will keep the same forum. Last meeting was spent on the Bylaws, we will allow more time for the financials to be discussed at the next meeting. We will develop and agree on the reports to be distributed. Once the reports are ready they can be sent out in advance of the meeting.

3.) Development Director Report:

Paul Marzello reported the Annual Fund Drive is coming to a close, a full report will be presented next month. We are soliciting businesses for 2016 sponsorship. Please submit any contact information to Paul for solicitation. The Docents have helped on numerous projects, setting up a marketing table at the UB game and will do the same for the Navy Band at Shea's Theater. They have formed a committee to explore an audio tour of our exhibits, a power point presentation to present to the community and formed a committee to record the history of the park.

4.) Lobbyist Report: Camille Brandon reviewed the January and February 2016 Lobbying Report. Motion was made by Mr. Diina, seconded by Mr. Billoni, that the reports be approved as read. The January and February Synopsis will be forwarded to all of the Board of Directors

will all of their monthly reports. The January Synopsis lists the accomplishments for the year. Discussion of the importance of more members attending the State Legislative Advocacy Day. It introduces the Buffalo Naval Park to the representatives that can make a difference. The Board of Directors would like the meeting schedule published for all members to have the opportunity to attend. Thank you letters were sent to Senator Croci and Senator Gallivan for their recent visit to the Buffalo Naval Park.

5.) Chairman's remarks:

Chairman Alessi reminded the committee of the orientation scheduled for March 19th @ 10:00 am. The orientation will include a tour, presentations and a luncheon.

6) Committee Reports:

Executive/Finance (Bylaws) – Chairman Alessi discussed the financials that were presented by Col Cunningham.

Community Outreach – Ms. Woolcock reminded everyone about the Navy Band at Shea's Theater on March 1st.

Development/Marketing/Membership/Media/Events/ - Diina – Discussed opportunities including membership repricing and freeze frame photograph. Made in America is coming back to the gift shop.

Facilities/Landscape/Master Plan/Exhibits – Mr. Galazka reported nine firms were here for the walk through and have till 2/26/16 to file responses. Col Cunningham reported lights on the building have been repaired at an estimated cost of \$4900.00. Ferguson Electric has agreed to complete the job free of charge in exchange for sponsorship. The estimated cost for the broken parking gate and dumpster gate is \$4800.00

Veterans Tribute/Celebration/Veterans Committee – Zaepfel/Garvey/McGuire – Mr. McGuire reminded everyone about Veterans Family Day on August 6th. Ms. Garvey stated the Veterans Committee has not met. They are communicating via email, and will establish the guidelines and then present them to the Board of Directors to begin the program.

7) Other Business –Tom Higgins proposed creating an award to recognize the Docents. Ms. Roll is unable to attend the Board of Director meetings due to extraordinary circumstances. Mr. Billoni wants the minutes to reflect a compliment to both Paul Marzello and JoAnn Drozdak.

6) Next Meeting Date – The next meeting will be March 24, 2016 at 5:00pm.

7) Adjournment – There being no further business, Vice Chair Diina adjourned the meeting at 6:00 PM. Motion made by Mr. Billoni and second by Mr. Caruana.

Respectfully submitted,

Michael J. Billoni, Secretary

Minutes Approved: _____ Comm. 7M-3
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