

One Naval Park Cove
Buffalo, NY 14202

MINUTES – BOARD OF DIRECTORS MEETING – MARCH 24, 2016

A MEETING OF THE Board of Directors of the Buffalo and Erie County Naval and Military Park was held March 24, 2016 at the Buffalo and Erie County Naval and Military Park, One Naval Park Cove, Buffalo NY (Museum), with Chair of the Board Donald A. Alessi presiding. The meeting was called to order at 5:15 PM.

Present: Donald A. Alessi, Chair; Michael J. Billoni, Secretary; Joseph P. Brennan, Treasurer; Anthony F. Caruana, Warren Galloway, Kathleen Garvey, Terry McGuire, Laura A. Zaepfel, Anthony P. LoRusso, , Scott Dempsey, Andy Rabb, Col. P. Cunningham, Paul Marzello and JoAnn Drozdak

By Telephone: Anthony N. Diina Vice Chair; Daniel M. Gregorio, Dr. Louis W. Irmisch, Kenneth J. Swanekamp and Marina P. Woolcock,

Absent: Jerzy Galazka, Marlene Roll, Daniel B. Tauriello, Thomas F. Higgins and Marquitta R. Whitehead

1.) Minutes – The minutes of the February 25, 2016 were read. Motion was made by Mr. Caruana, seconded by Mr. Billoni, that the minutes be approved as read. Motion carried.

2.) Executive Director Report/Financials:

Col Cunningham reported the park is scheduled to open 3/26/16 @ 10:00am. The ships brow and dumpster gate have been repaired. The Frank Evans Destroyers, lost 74 lives off Vietnam, are coming here for a reunion and plan to place a monument at the park. All cost will be paid for by them. We have received the proposed contract for the deck grant of \$350,000.00. This will be a reimbursable loan, we pay the contract and they reimburse us. On a second item; Mr. Brennan noted there are 2 names on the Financials for the Gift Shop. Motion made by Mr. Caruana to use only one category, motion seconded by Mr. McGuire.

3.) Development Director Report:

Paul Marzello reported the Development/Marketing meeting was a success last night. Continued work on sponsorship, grants: Wendt and M&T bank. The Calendar of Events was updated. The counter displays will be ready this week for Made in America. Made in America will be back in the Gift Shop. The Docents are working on The History Committee, Audio Tours and will take the power point presentation to the Rotary Groups. Paul met with Buffalo Niagara, to get the word out to Tour Groups, and place literature in grab bags. Our Encampment Programs starts April 2, 2016

4.) Lobbyist Report: Camille Brandon recommended we have a ceremony when accepting the photo to be donated to the park by Senator Croce. Senator Gallivan has requested a line for 1.5 million funding. The budget is to be approved by next Friday.

Chairman's remarks:

Chairman Alessi stated the orientation and informational session on March 19, 2016 was well received. The power point presentation by Paul Marzello and Tour by John Branning was outstanding. The tour of the submarine will be offered before the next Board of Directors meeting. Mr. Brennan discussed the membership and admission rate increases. Mr. Diina motioned to accept increase, Mr. Caruana seconded the motion. Motion has been accepted, noting Mr. Galloway opposes.

6) Committee Reports:

Facilities/Landscape/Master Plan/Exhibits – Mr. Swanekamp stated the Hangar Building is moving forward, the County is ready when the designs are set. Mr. Raab is filing with the Council next Tuesday, the project is on target for May. Mr. Raab stated the busted light switch for the esplanade lighting is going to be replaced. Mr. Swanekamp inquired if there is any movement on the Master Plan? Camille expects it to be paid out this cycle, it is out of finance.

Veterans Tribute/Celebration/ – Zaepfel– Ms. Zaepfel has emailed the final forms. The May meeting she will give the date for Nomination Committee Selection. She encourages everyone to fill out the nomination forms. The event date is 8/27/16.

Veterans Committee - Garvey/McGuire – Ms. Garvey is sending a letter to recruit from the VFW, American Legion, Team Red White and Blue, discussed going to Niagara County also. Ms. Garvey questioned who should sign the letter? Chair Alessi stated the Committee Chair and the Executive Director. Need to develop a certificate to give to the Veterans, with a membership card for free admit to the park and two meetings (spring and fall). Mr. McGuire was on AM Buffalo this morning for the Vietnam event on Tuesday.

7) Other Business – Ms. Woolcock mentioned a continuation for Honor Flight. Mr. Alessi referred it to Veterans and Marketing Committee to develop, and look at whether we should adopt this project.

6) Next Meeting Date – The next meeting will be April 28, 2016 at 5:00pm.

7) Adjournment – There being no further business, Chair Alessi adjourned the meeting at 6:15 PM. Motion made by Mr. Diina and seconded by Mr. McGuire.

Respectfully submitted,

Michael J. Billoni, Secretary

Minutes Approved: _____

Buffalo and Erie County Naval and Military Park
One Naval Park Cove
Buffalo, New York 14202

MINUTES – EXECUTIVE/FINANCE COMMITTEE MEETING – March 24, 2016

A meeting of the Executive/Finance Committee was held March 24, 2016 at the Buffalo and Erie County Naval and Military Park, in the Museum Building, One Naval Park Cove, Buffalo, New York with Chairman of Board Donald A. Alessi presiding. The meeting was called to order at 4:00 PM.

Present: Donald A. Alessi, Chair; Michael J. Billoni, Secretary; Joe Brennan, Treasurer; Anthony F. Caruana, Laura Zaepfel, Col. Patrick Cunningham, Paul Marzello and JoAnn Drozdak

Absent: Anthony N. Diina, Vice Chair

Telephone: Dr. Lou W. Irmisch

1) Minutes– Mr. Billoni read the action items from the last meeting. The minutes were approved as read.

2) Chair Alessi discussed the following proposed changes to the Bylaws:

These remarks refer to draft Bylaws attached:

Article IV - Directors-

Item 11. – Agreement to change the number of Directors to six is required to call for an emergency meeting.

Item 15. - Chair Alessi stated we are generally in agreement the Board will determine who is elected to Chair Emeritus. The Board is not in agreement that the Chair Emeritus should be given a vote. The concern is if the Chair Emeritus is not an active member and does not attend meetings they can still vote. The issue has not been resolved.

Article VI – Executive and Deputy Director – The Executive Director will bring a blank performance evaluation form to the next meeting for approval.

2) Financials – Paul Marzello and Brian presented a slide show on admission rate increases for the park. The suggested price increase for admission is: Adult - \$12.00, Senior - \$8.00, Veteran - \$8.00 with a 10% discount, Children - \$6.00. The suggested price increase for membership is: Adult - \$45.00, Senior - \$40.00, Veterans - \$40.00 with a 10% discount and Family - \$50.00. Mr. Billoni motioned to accept increases and Mr. Caruana seconded the motion. The price increase will be presented to the Board of Directors.

There being no further business, the meeting was adjourned at 5:00 PM.

Respectfully submitted,

Michael J. Billoni, Secretary

Minutes Approved: _____

3:48 PM

04/21/16

Accrual Basis

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

Preliminary

	Mar 31, 16	Mar 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	5,099.99	97.00	5,002.99	5,157.7%
108 - M&T Operating Account	12,285.27	18,347.44	-6,062.17	-33.0%
109 - M&T Payroll Account	22,321.38	18,130.88	4,190.50	23.1%
111 - M&T Escrow Account	2,533.69	2,531.79	1.90	0.1%
Total Checking/Savings	43,841.33	40,708.11	3,133.22	7.7%
Accounts Receivable				
112 - - Accounts Receivable	0.00	30,000.00	-30,000.00	-100.0%
Total Accounts Receivable	0.00	30,000.00	-30,000.00	-100.0%
Other Current Assets				
110 - USS The Sullivans Endowment	50,001.39	50,001.39	0.00	0.0%
Total Other Current Assets	50,001.39	50,001.39	0.00	0.0%
Total Current Assets	93,842.72	120,709.50	-26,866.78	-22.3%
Fixed Assets				
170 - Property, Plant & Equip.	639,049.64	639,049.64	0.00	0.0%
Total Fixed Assets	639,049.64	639,049.64	0.00	0.0%
Other Assets				
131 - Inventory - Ship's Store	33,078.81	30,287.36	2,791.45	9.2%
141 - Prepaid Expenses	9,222.28	9,222.28	0.00	0.0%
Total Other Assets	42,301.09	39,509.64	2,791.45	7.1%
TOTAL ASSETS	775,193.45	799,268.78	-24,075.33	-3.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200 - - Accounts Payable	19,304.28	93,091.62	-73,787.34	-79.3%
Total Accounts Payable	19,304.28	93,091.62	-73,787.34	-79.3%
Other Current Liabilities				
221 - Deferred Revenue	52,617.50	42,145.00	10,472.50	24.9%
241 - Accrued Interest	427.65	427.65	0.00	0.0%
209 - M&T - Line of Credit	1,484.01	74,991.53	-73,507.52	-98.0%
219 - M&T Loan - January 2014	79,230.35	104,166.70	-24,936.35	-23.9%
231 - - Accrued Payroll	22,089.00	22,089.00	0.00	0.0%
240 - 240 - Other Accrued Exp	5,598.00	5,598.00	0.00	0.0%
Total Other Current Liabilities	161,446.51	249,417.88	-87,971.37	-35.3%
Total Current Liabilities	180,750.79	342,509.50	-161,758.71	-47.2%
Total Liabilities	180,750.79	342,509.50	-161,758.71	-47.2%
Equity				
289 - - Opening Balance Equity	85,409.36	85,409.36	0.00	0.0%
300 - - Retained Earnings	371,349.92	318,785.56	52,564.36	16.5%
Net Income	137,683.38	52,564.36	85,119.02	161.9%
Total Equity	594,442.66	456,759.28	137,683.38	30.1%
TOTAL LIABILITIES & EQUITY	775,193.45	799,268.78	-24,075.33	-3.0%

Buffalo and Erie County Naval & Military Park
Profit & Loss Prev Year Comparison
March 31, 2015 through March 31, 2016

Preliminary

	Mar 31, '16 - Mar 31, 16	Mar 31, '14 - Mar 31, 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	0.00	-43,418.38	43,418.38	100.0%
Total 1000 - Gov't Support	22,330.00	-19,418.38	41,748.38	215.0%
1010 - Unrestr. Public Support	34,343.34	80,266.50	-25,923.16	-43.0%
1101 - Admissions	434,610.93	337,420.42	97,190.51	28.8%
1102 - Party Rental	22,540.00	17,355.00	5,185.00	29.9%
1103 - Simulator	14,478.30	14,083.00	415.30	3.0%
1113 - Gift Shop Sales - Gross	157,035.45	115,589.95	41,485.50	35.9%
1114 - Encampments - Gross	188,333.20	171,214.00	15,119.20	8.8%
1131 - Vending Commissions	128.21	149.57	-21.36	-14.3%
1140 - Memberships	31,291.93	24,338.57	6,953.36	28.6%
1150 - Interest Income	2,910.70	5,253.04	-2,342.34	-44.6%
1152 - Miscellaneous Income	6,147.63	7,188.07	-1,040.44	-14.5%
1160 - Cash Over/Short	-181.04	60.90	-221.94	-364.4%
1170 - Special Events	80,568.35	101,362.71	-20,804.36	-20.5%
1113A - Grab N Go Gross	4,921.86	1,195.44	3,426.42	288.6%
1151 - Rental Income - Restaurant	53,798.14	55,301.96	-1,503.82	-2.7%
1171 - Sponsorships	36,452.00	0.00	36,452.00	100.0%
Total Income	1,087,419.00	891,320.75	196,098.25	22.0%
Gross Profit	1,087,419.00	891,320.75	196,098.25	22.0%
Expense				
2000 - Salaries & Wages				
2001 - Administrative	142,548.09	141,690.81	857.28	0.6%
2002 - Maintenance	289,922.88	235,171.96	54,750.92	23.3%
2003 - Ship's Store	43,779.96	29,058.27	14,721.69	50.7%
2005 - Admissions	13,829.65	21,217.90	-7,588.25	-35.8%
Total 2000 - Salaries & Wages	489,880.58	427,138.94	62,741.64	14.7%
2100 - Payroll Taxes				
2101 - FICA Expense	39,226.11	33,870.98	5,355.13	15.8%
2102 - NYS Unempl. Ins.	10,503.83	13,762.87	-3,259.04	-23.7%
2103 - Disability Benefits	332.91	59.83	273.08	456.4%
Total 2100 - Payroll Taxes	50,062.85	47,693.68	2,369.17	5.0%
2200 - Employee Benefits				
2201 - Workmens Comp. Ins.	29,563.88	37,709.48	-8,145.60	-21.6%
2202 - Hospitalization Ins.	47,813.75	39,080.45	8,733.30	22.4%
2205 - Employee Life Ins.	2,213.97	2,037.29	176.68	8.7%
2206 - Employee Bonus	10,516.44	8,642.67	1,873.77	21.7%
Total 2200 - Employee Benefits	90,108.04	87,469.89	2,638.15	3.0%
2300 - Museum Expense				
2301 - Museum Exhibits	-44,199.26	823.00	-45,022.25	-5,470.5%
2302 - Docent Expense	1,073.90	1,083.78	-9.88	-0.9%
Total 2300 - Museum Expense	-43,125.35	1,906.78	-45,032.13	-2,361.7%
2400 - Professional Fees				
2402 - Accounting and Audit	5,900.00	5,800.00	100.00	1.7%
2403 - Payroll Service	1,920.08	2,285.58	-365.50	-18.0%
2404 - Lobbying Expense	6,035.00	4,600.00	1,435.00	31.2%
2405 - Other	800.00	2,819.73	-2,019.73	-71.6%
Total 2400 - Professional Fees	14,855.06	15,505.29	-850.23	-5.5%
2500 - Cost of Sales				
2501 - Ship's Store	91,212.63	63,247.00	27,965.63	44.2%
2503 - Encampment Provisions	32,082.60	34,188.65	-2,106.05	-6.2%
2504 - Special Events	16,505.74	22,290.20	-5,784.46	-28.0%
Total 2500 - Cost of Sales	139,800.97	119,725.85	20,075.12	16.8%
2600 - Expendable Supplies				
2601 - Office and Administrativ	9,192.04	8,980.86	231.18	2.6%
2602 - General Program	11,968.39	11,870.21	98.18	0.8%
Total 2600 - Expendable Supplies	21,160.43	20,831.07	329.36	1.6%

**Buffalo and Erie County Naval & Military Park
Profit & Loss Prev Year Comparison
March 31, 2015 through March 31, 2016**

Preliminary

	Mar 31, '15 - Mar 31, 16	Mar 31, '14 - Mar 31, 15	\$ Change	% Change
2700 - Occupancy				
2702 - Repair & Maintenance	50,358.82	44,321.36	6,037.46	13.6%
2704 - Liability & Casualty Ins	63,044.00	55,787.76	7,256.24	13.0%
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	628.23	240.88	387.35	160.8%
2709 - Water	11,272.24	10,458.12	814.12	7.8%
2710 - Landscaping/Gardening	3,956.59	7,133.54	-3,176.95	-44.5%
Total 2700 - Occupancy	130,440.38	121,380.16	9,060.22	7.5%
2800 - Telephone	13,135.43	9,748.51	3,386.92	34.7%
2900 - Postage & Freight	3,378.14	3,111.29	266.85	8.6%
3000 - Travel				
3002 - Meals & Lodging	712.45	1,713.17	-1,000.72	-58.4%
3003 - Out-of-Town Transport.	1,738.57	1,001.28	738.29	73.7%
3004 - Training & Education	250.00	668.31	-418.31	-62.5%
3005 - Local Meetings & Conf.	1,944.60	1,097.61	846.99	77.2%
Total 3000 - Travel	4,648.62	4,478.37	168.25	3.8%
3100 - Advertising & Promotion				
3101 - Advertising	11,815.25	17,501.38	-5,686.11	-32.5%
3102 - Gifts & Souvenirs	800.45	139.95	660.50	472.0%
3103 - Dues & Subscriptions	368.75	1,178.75	-809.00	-68.6%
Total 3100 - Advertising & Promotion	12,985.45	18,820.06	-5,834.61	-31.0%
3200 - Equip. Rental & Maintena				
3202 - Equip. Maintenance	0.00	3,430.66	-3,430.66	-100.0%
Total 3200 - Equip. Rental & Maintena	0.00	3,430.66	-3,430.66	-100.0%
3400 - Unclassified				
3401 - Unclassified	1,338.21	2,827.08	-1,488.85	-52.7%
3402 - Canadian Discount	115.75	108.44	9.31	8.8%
3403 - Interest Expense	6,489.20	12,092.14	-5,602.94	-46.3%
3405 - Service Charges	11,799.93	7,705.58	4,094.37	53.1%
3406 - NYS Sales Tax	-10,056.48	-9,506.65	-549.83	-5.8%
Total 3400 - Unclassified	9,686.61	13,224.55	-3,537.94	-26.8%
4000 - Fund Transfers				
4001 - Capital Outlay	-124,290.99	-137,903.95	13,612.96	9.9%
Total 4000 - Fund Transfers	-124,290.99	-137,903.95	13,612.96	9.9%
5001 - Depreciation Expense	86,104.00	157,151.00	-71,047.00	-45.2%
6999 - Uncategorized Expenses	1,226.85	1,226.85	0.00	0.0%
Total Expense	899,855.07	914,939.00	-15,083.93	-1.7%
Net Ordinary Income	187,563.93	-23,618.25	211,182.18	894.2%
Net Income	187,563.93	-23,618.25	211,182.18	894.2%



One Naval Park Drive, Suffolk, VA 23062 Tel: (757) 947-1773 Fax: (757) 947-3904 www.navalpark.org

Board of Directors

Meeting

April 28 ,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
May 26, 2016
5:00 PM
Naval Park**

