

**CHAUTAUQUA MULTI-USE ORGANIZING COMMITTEE, INC.**

P.O. Box 724  
Dunkirk, NY 14048

**January 9, 2008 BOARD MINUTES**

**PRESENT:** Bob Davis, Karen Davis, Gary Damico, Ned Divine, Bob Domzalski, Jim Enser, Don Horton, Justin Jakubowicz, Debbie Maze, John Olsavsky, Sara Schelling, Lisa Speziale, Mark Twichell, Janey Wagner, Mike Whitcher

**ABSENT:** Tammy Bankoski, Jessica Colvenback, Ellen Luczkowiak, Dick Pachol, Jill Purol, Don Ryan, Dan Smith, Amanda Waite, David Wright

**GUESTS:** John Earshen - Mattison Group

President Don Horton called the meeting to order at 7:00 p.m.

Don Horton introduced John Earshen from the Mattison Group. Mr. Earshen started by telling the committee about his background and area of expertise. Using a Powerpoint presentation, he was very thorough in his presentation about the feasibility study and the various phases that are involved. The study will take approximately ten weeks. The cost for the study would be \$7,000 (\$5,000 - fee for counsel; \$2,000 - reimbursements). The presentation was followed by a period of questions and answers. (Please see handout for detailed information.)

After Mr. Earshen left, John Olsavsky told the group that there was \$8,770 pledged for the feasibility study and currently we have collected \$2,500 of that. The bulk of the money to be collected is \$3,750 from NRG and \$1,800 from the Chamber of Commerce. We have taken in donations of \$1,671. The rest is coming shortly.

Don made a proposal that we sign the feasibility contract and submit the initial payment of \$2,000 to the Mattison Group. Gary Damico suggested that we proceed with caution. There is only one chance at this, and we need questions answered before proceeding with the study. Gary has worked with the Mattison Group before and knows what John Earshen will be asking of the group. He feels we are too soon in hiring John Earshen.

Janey Wagner asked what we needed before hiring John Earshen. Gary said that in his opinion we need to get our Business Plan in order. Need to narrow the site location down to just a couple. Don said that has been done—Eimers site and Arrowhead Drive.

Gary asked: How will this project be supported after it is built? Can you answer that? John O. - Yes, within the next two months. Intense discuss followed.

Mike Whitcher - Let's hold up for a couple of months until we have our ducks in a row. Janey Wagner - Can't we do what Mike is saying? Karen Davis - I understand what Gary is saying because he has been there and experienced what we are planning to go through.

Lisa Speziale - Helped out with the library project and the visual part of Earshen's study is very good. It was very helpful in promoting the project.

Ned Divine - We need to know if there is enough money in this community to support a sports complex.

Mark Twichell - We need a Business Plan, but a Business Plan only relates to what type of structure we are putting up. John O. - A strategic Business Plan lays down not only the numbers but how it is operated, who your customers are, how much you will generate revenue from your customers. It is not just the building of it, but also the operations of it. Discussion followed.

**BUSINESS PLAN** - John Olsavsky, Ellen Luczkowiak and Ned Divine are on the committee. The following questions need to be voted on:

1. Define the location of the site;
2. Decide on whether to lease or buy land;
3. Decide on how much we are willing to spend either for lease or purchase;
4. Decide on what is being built as part of Phase 1;
5. How much are we willing to spend on the building; and
6. How much are we willing to spend on landscaping and paving.

Other items needing to be discussed are: 1. What is the Management Team going to look like?; 2. What kind of salaries? How many employees?; 3. Will the Board of Directors do the hiring? Also, what programs will we be running?

John O. explained revenues and expenses:

Direct revenues - money from users; indirect revenues - contributions/grant money

Direct expenses - expenses related to use of that program; indirect expenses - person working at facility, printing, utilities

The key is to have as much direct money as possible to cover the indirect expenses (overhead). We need to set up an operating budget based on this.

John O. would like us to think about between now and the next meeting what kind of programs do we perceive and what kinds of direct costs we will have. The indirect costs will be pretty much known.

Don H. - Do you want the group to vote on something tonight, such as the project phases? John O. - We need to have input about those first segments and any decisions that have to be made there.

Ned D. - What are we going to do to start? What are we going to do in Phase 1?

Jim Enser - Then that is what we need to do, decide on Phase 1. We don't have soccer people behind us, but we should include them somehow in the building of the fields. Discussion followed.

Don H. made a proposal that we proceed with Phase 1 as listed on the sheet and that is how the Business Plan will go and also the drawings. Don H. made a proposal that this officially will be our Phase 1, and we move ahead in that direction. Seconded by Jim Enser, carried.

Mark Twichell - Asked about adding an outdoor ice skating rink. It would add minimal costs to Phase 1. Use in the winter for ice skating and hockey in the summer. We could charge for the use of it. Discussion followed. John O. said this could be added to Phase 1 for a very small percentage.

Don H. amended his propose to include an outdoor skating rink as part of Phase 1. Seconded by Jim E., carried.

Janey Wagner - Asked about having volleyball and basketball courts and a picnic area added to Phase 1. John O. stated that we need a definable chunk of what we can do first. All these things sound nice, but they can be added after we are up and running. We need to provide something that is not offered anywhere else. Discussion also listed game room, WiFi area, and fitness area that could be added later.

Phase 1 would be a minimum of \$4M.

John O. asked the group about whether to lease or buy land.

Karen D. asked about leasing with the option to buy.

Group would prefer to buy land.

How much are we willing to spend? The two properties range between \$500,000 and \$1.2M.

Mike Whitcher suggested \$500,000 as a starting point. Discussion followed.

Also have to include the cost of landscaping and paving in Phase 1.

Don H. - Do we think we should move forward with feasibility study or should we wait.

Mark Twichell - Must have doable plan with figures before doing study.

John O. - Would like to come back to group next month with a draft of the Business Plan and have a discussion about the operations part. Then the next month we would have the final draft ready.

Contract with John Earshen has been approved by Darryl Brautigam. It was suggested we have a finite date on it. The date that is on the contract if handed in tonight would be May 1. We could still hand him the contract with a different finishing date on it and give him an initial payment.

Jim E. made a resolution that we are committing to John Earshen, but we are delaying until completion of Business Plan. Seconded by Janey W., carried.

**MINUTES OF LAST MEETING:** Jim Enser made a motion to accept the minutes as read, seconded by Mark Twichell, carried.

**ELECTION OF OFFICERS** - Don presented the slate of officers for 2008. They are: Don Horton, President; Ned Divine, Vice President; John Olsavsky, Treasurer; Karen Davis, Secretary. A motion was made by Janey Wagner to cast one vote for the slate of officers as stated, seconded by Bob Davis, carried.

**TREASURER'S REPORT:** The treasurer's report was given by John Olsavsky. The balance on hand as of December 12, 2007, was \$5,543.97. Cash receipts totaled \$1,710. A cash disbursement of \$25 was made as a remembrance for Mike Whitcher's father. The ending balance on hand as of January 9, 2008, is \$7,228.97. Ned, Stephanie and Jessica owe for apparel.

**REVIEW OF WEBSITE PROPOSALS** - Justin Jakubowicz said there were very few contacts. Most of them said they did not have the time for it. He feels we should go back to I-Evolve with Amy Smith. Decision was made to go with I-Evolve. Discussion followed.

A full-fledged Website would give us an image. The Blog is an informational site.

John O. wanted to know if we could see a mock-up of proposed site. Justin J. said it would be time consuming. John O. asked if we could view other sites that they have done that would be like ours.

We would be able to edit the site as needed. We need a professional to design the site and than maintaining the site is not difficult. Justin will contact Amy Smith.

Gary D. asked if anybody has time to build a Website. The answer was no.

**FUNDRAISING COMMITTEE REPORT** - Committee consists of Janey Wagner and Co-chairs Bob and Karen Davis. Karen handed out a sheet listing the possible fundraisers: Hold a large fundraiser at Discover The Lake on Chautauqua Lake; have youth sports or service groups raise funds; have kids sell things that fit the green model; sell bricks or seats for the actual physical part of the structure; spaghetti dinner; lottery drawings; donkey basketball game; basketball game between popular teams; and, hosting a hockey tournament.

**ENERGY EFFICIENT BUILDINGS** - Janey Wagner handed out information about the LEED certification. LEED stands for Leadership in Energy and Environmental Design. Fredonia State is involved in this. Sherri Mason and Peter Reinelt from Fredonia State will do a presentation next month on energy alternatives. Janey talked about the certification process and the benefits to us. John O. suggested that we contact Concept Construction and our architect to make them aware of this.

**ROLE OF SCHOOL AMBASSADORS** - Debbie Maze handed out a list of brainstorming ideas about the roles of school ambassadors. Group is to read this over and it will be put on next month's agenda due to lack of time during this meeting.

**MEMBERSHIP ISSUES** - None of the three new people came tonight. Stephanie Pulvino did not want to be a member until next month. Marie Persch and Megan Czekanski have not attended for the past two months. Don H. and Debbie M. will both reach out to Marie and Megan to get them involved.

**OLD BUSINESS** - We can order more apparel if desired. Need to know tonight.

The **soccer tournament** over the holidays was great, but we had very few offers to help. We all need to give of our time to volunteer.

**WDOE View Point** - Don H. and John Earshen will be on January 24.

**Buffalo Business First** - There are articles in this that have helped us. Don H. asked committee if they were willing to pay for the two-year subscription cost of \$158. Don has already bought the subscription. John O. made a motion that we reimburse Don H. for subscription, seconded by Bob Davis, carried. On-line information will be made available to members.

Karen D. mentioned that she had talked with a Brocton School Board member, and this person suggested that we give a presentation to the school board. Discussion followed.

Justin Jakubowicz asked if we have a logo. It is on hold right now. We will need for a Website.

We need to also think about a name for the complex. Suggestion was made to call it The Chadwick Bay Sports Center. We will discuss this at another meeting.

John O. brought up that the seniors in the Graphic Design Department at the college have to do projects. They might be able to help us out.

Motion was made by John Olsavsky to adjourn at 9:45 p.m., seconded by Jim Enser, carried.

The next monthly meeting will be on Wednesday, February 13, 2008, at 7 p.m. at JCC.

Respectfully submitted,

Karen L. Davis  
CMUSF Secretary

Check out our blog at [cmusf.blogspot.com](http://cmusf.blogspot.com)

Please send e-mail addresses of people who might be interested in receiving information to John Olsavsky at [johnolsavsky@yahoo.com](mailto:johnolsavsky@yahoo.com) or bring to the next meeting.