

**Present:** Mike Eykyn, John Johnston, Ron Bailey, Carol Etheridge (absent - excused), Chris Burgess

- I. **Call to Order:** Mr. Eykyn called the meeting to order at 7:01 pm
- II. **Invocation and Pledge of Allegiance to the Flag:** No prayer and the pledge of Allegiance to the Flag because meeting was held virtually
- III. **Public Comment:** None
- IV. **New Business:**
  - A. McCay Kiddy Audit FYE June 30 2020: The audit firm of McCay Kiddy presented their findings for the FYE 3/30/20 audit. The firm did not note significant deficiencies in the financial statements.
  - B. Policy Clarification: This item will be taken up at a future meeting.
  - C. Policy Revision: This item will be taken up at a future meeting.
- V. **Approval of the Minutes:** Mr. Johnston made a motion to approve the minutes of September 24, 2020. Mr. Burgis seconded the motion. The motion passed unanimously.
- VI. **Financial Report:** Ms. Klugman noted that the finance department is slowly moving forward with accounting software data migration but is still running into issues with eTrak the deferred revenue process. This is not a final report since they do not include deferred revenue. No motions were made and no vote was taken.
- VII. **Executive Director's Report:** Ms. Klugman noted that the team has been working long hours and with many picking up tasks outside of their normal job duties.
- VIII. **Department Reports:**
  - A. HR / Finance: Ms. Crafton has been working hard on a new, more sophisticated clock-in system for payroll. The new system will streamline the verification process the directors use to confirm hours worked and will drastically shorten the processing time to upload timesheets.
  - B. Recreation Report: Ms. Collins-Gray noted that fall sports have come to an end and Winter Basketball and Lacrosse has started. We had 43 participants in Lacrosse and 170 participants in basketball. After School is holding steady at 35 participants per week. Thanksgiving Break Camp had 52 participants. Winter Break Camp registration is still ongoing. Tennis Fall programs are

finishing up and they are gearing up for Winter Break and Spring planning. CUSC will start taking registrations for their Spring season soon.

- C. Operations Report: Mr. Stefan noted that we have sold the extra wood flooring and it was picked up today which will give the maintenance team some extra space in the shed.
- D. Family Fitness Plus Report: Mr. Eykyn came by the fitness center last week to look at the morganizer and to bring in an expert to assess the damage. The HVAC expert recommends that we replace the system. The estimate to replace ranged from \$230,000 to \$260,000. Mr. Burke noted that our Customer Service Director, Randy Hibbbard, has been doing split shifts both opening at 5am and closing the facility each day at 8pm because we are short staffed. Ms. Clark has been working hard on marketing and Ms. Coury has been doing a great job keeping things safe in the pool with no teammates. Mr. Burke noted that we are averaging 2-3 people in the Zoom fitness classes but we are not as busy as the in-person classes. The City of Charleston has now reversed an ordinance stating that people do not have to wear masks in aerobic classes but we have kept our mask procedures intact. Our marketing points for the New Year will include our safety practices.

**IX. Department Proposals: None**

**X. Unfinished Business:**

- A. COVID Response / Phased Reopening: Ms. Klugman noted that we will remain in Phase III of our reopening plan and we do not plan to relax any of our safety or cleaning procedures for the foreseeable future.
- B. Annexations Update: 1824 Sandcroft Drive TMS 353-14-00-220 .23 acres and Wappoo Road Property TMS 350-14-00-086 .38 acres
- C. Capital Improvement Plans: Ms. Collins-Gray informed the Commission that staff went out to RFP for the Greenbelt Master Site Plan Firm and recommended the firm HLA to the Commission. Mr. Johnston made a motion to accept staff recommendation for the master site plan vendor. Mr. Bailey seconded the motion. The motion passed unanimously.
- D. St. Andrew's Parks Foundation: The regular scheduled meeting was moved to February 2021. It was noted that there is a vacancy on the Foundation Board that can not be filled by a Commissioner.
- E. Winter Commission Meeting: the next Commission meeting will be Thursday, January 28, 2021. The staff will be postponing the annual retreat normally held in conjunction with the January Commission meeting.
- F. Election of Officers: This item will be taken up at a future meeting.

**XI. Adjournment:** The Commission voted unanimously to adjourn at 8:12 PM.