

Present: Mike Eykyn, John Johnston, Ron Bailey and Chris Burgess

- I. **Call to Order:** Mr. Eykyn called the meeting to order at 7:06 pm
- II. **Invocation and Pledge of Allegiance to the Flag:**
- III. **Public Comment:** Introduction of Jacob Rossignol, Assistant Program Director
- IV. **New Business:**
 - A. FY 21-22 Budget: Ms. Klugman noted that the FY 21-22 budget was approved via electronic vote. She asked the Commission to ratify the vote for the public minutes. Mr. Johnson made a motion to approve the FY 2021-2022 budget as presented. Mr. Bailey seconded the motion. The motion passed unanimously.
- V. **Approval of the Minutes:** Mr. Bailey made a motion to approve the minutes of January 28, 2021. Mr. Burgess seconded the motion. The motion passed unanimously.
- VI. **Financial Report:** Mr. Bailey made a motion to approve FY 20/21 Q1 financial documents as presented. Mr. Johnston seconded the motion. The motion passed unanimously.
- VII. **Executive Director's Report:** Ms. Klugman noted STAPPC's third party recreation management software continues to have difficulties with both deferred revenue reports and daily activity (cash) reports. This issue has been ongoing since September 2020 when software code changed the primary report used to report daily cash, revenue and deferred revenue. At the same time it was also discovered that refunds were not showing correctly on the deferred reports (thus overstating revenue on the income statement) and the software development team is working on a fix. That issue has been ongoing since July 2020. It was also noted that the software is now deferring membership revenues thus understating revenue on the income statement. That bug fix is also in progress.
- VIII. **Department Reports:**
 - A. HR / Finance: Ms. Klugman noted that Ms. Crafton and the HR team are ramping up for summer hires. We expect to hire (or re-hire) between 40-55 counselors for the summer.

- B. Recreation Report: Ms. Collins-Gray noted that Ms. Lynch and Mr. Rossingol are working on Summer Camp programming and hiring. Ms. Lynch noted that she has added our job posting to the many of the state's college Facebook pages and she is working on a virtual job fair as well. Operation Egg Drop was a huge success with 11 out of 12 spots filled. Ms. Collins-Gray noted that tonight was the first night of spring games and the parking lot is full which is very exciting. The Tennis Department recently hosted the Lucky Shot Tennis Tournament which had about 150 participants. The tournament went well but the USTA registration software has changed and is very difficult to use. She also noted that CUSC just started their Spring games as well and all of the teams are doing very well!
- C. Operations Report: Ms. Klugman noted that the Maintenance Team and Mr. Burke has been working hard on the pool deck. They are removing the flaking paint and are preparing the surface for a sealant. We have rehabbed all of the pool bathrooms (including the showers) and they look great. We are still having a problem with our sand filter but Ms. Coury is working with a vendor to manufacture the part needed to fix the issue.
- D. Family Fitness Plus Report: Our membership revenue numbers are still low but our Front Desk teammates are finally starting to see an increase in attendance and a net gain in both new and renewal memberships.

IX. Department Proposals: Mr. Burke proposed a promotional membership rate of \$29.99 for a 12 month contract with a rolling contract starting with the 13th month. Mr. Bailey made a motion to approve the promotional membership. Mr. Johnston seconded the motion. The motion was passed unanimously.

X. Unfinished Business:

- A. **COVID Response / Phased Reopening:** Ms. Klugman noted that the team has no plans to change our COVID reopening status at this time. It was pointed out that CCSD Spring Break is approaching and many are concerned about a spike in numbers approximately 14 days later.
- B. **Annexations Update:**
 - i. 1569 Pinebark Lane
- C. **Capital Improvement Plans:** Due to lack of accurate financial statements (see Executive Director's report) no update is available at this time.
- D. **Forest Lakes Greenbelt Project:** Ms. Collins-Gray noted we have met with the East Cooper Land Trust (ECLT) and the Forest Lakes Civic Club (FLCC) regarding a conservation easement on Forest Lakes Park. The civic club has decided that they will move forward with the sale contingent upon a ECLT placing a conservation easement on the property after the sale is complete. We are currently working on the agreement language with FLCC.
- E. **Forest Acres Drainage Easement:** Ms. Klugman noted that there are no updates at this time. STAPPC will close virtually and the money will be wired to us in about 2 weeks after the closing. A closing date has not been set as of the date of this Commission meeting.
- F. **St. Andrew's Parks Foundation:** No update at this time.

- G. **Election of Officers:** No action was taken.
- H. **Executive Session:** The Commission entered into executive session at 8:02pm to discuss a personnel matter.

The Commission left Executive Session at 9:10pm. No votes were taken. The Commission directed Ms. Klugman to prepare a revised job description for the Executive Director position which will include duties previously required of the Finance Director. Additionally, the Commission acted unanimously to appoint Ms. Klugman as the permanent full time Executive Director effective immediately.

- XI. **Adjournment:** The Commission voted unanimously to adjourn at 9:12pm.