

St. Andrew's Parish Parks and Playground Commission

December 6, 2018 Meeting Minutes

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Present:

Commission: Mike Eykyn, John Johnston and Ron Bailey

Staff: Kevin, Walsh, Joddi Collins-Gray, Brian Burke, Susan Klugman, Donna Crafton, EmmaMarie Clark and Susannah Myers

Public: Lee Myers, Danny Quirk, Russell Deal

Call to Order: Mr. Eykyn called the meeting to order at 7:01pm

Invocation and Pledge of Allegiance to the Flag: Mr. Johnston led the Commission in the invocation and Pledge of Allegiance.

Public Comments: Ms. Klugman introduced Ms. Emma Marie Clark, our new full time fitness director. Ms. Clark holds a Masters Degree in Corporate Fitness and is looking forward to making an impact in her role at St. Andrew's Family Fitness Plus.

Chairman's Report:

New Business:

A. FYE June 30, 2018 Auditors Report: Mr. Quirk noted that the audit went very smoothly and appreciates St. Andrew's staff assistance. The FYE 2018 is a unqualified opinion which represents a "clean audit." This year's audited financial statements include information regarding GASB and its effect on the statements including the liability related to the State of South Carolina pension fund (South Carolina Retirement System.)

B. Forest Acres (CWS Pump Station Easement): Ms. Klugman presented the paperwork and respectfully requested a motion to finalize the easement related to the CWS Pump Station / Forest Acres Drainage Improvement Project and the City of Charleston. Mr. Johnston made a motion to approve the easement. Mr. Bailey seconded the motion. The motion was approved and the corresponding paperwork was signed and notarized.

Approval of the October 2018 Minutes: Mr. Bailey made a motion to approve the October 2018 minutes. Mr. Johnston seconded the motion. The motion passed unanimously.

Approval of the October 2018 Financial Statements: Mr. Bailey made a motion to approve the October 2018 minutes. Mr. Johnston seconded the motion. The motion passed unanimously.

Acting Executive Director's Report: Ms. Klugman noted that she and Ms. Collins-Gray attended the Greenbelt Funding workshop hosted by Ms. Cathy Ruff with Charleston County. It was an excellent workshop and both Ms. Klugman and Ms. Collins-Gray came away with excellent information. Ms. Klugman noted that the annual retreat will be held on Thursday, January 31, 2019 at Dogwood Park. The team is looking forward to sharing our goals with the Commission at the Commission meeting which will be held same day at 7:00pm. Ms. Klugman noted that a typographical error was made on the February 22, 2018 minutes. Mr. Johnson made a motion to revise the minutes to reflect the dollar amount \$547,638 that was discussed at the meeting. Mr. Bailey seconded the motion. The motion passed unanimously. Ms. Klugman noted that the revised minutes will be posted on the website. Finally, Ms. Klugman reminded the Commission that the Holiday Party will be held on Saturday, December 15, 2018 at the Hampton Inn and Suites in West Ashley.

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Parks and Playground Report: Ms. Collins-Gray noted that the Recreation Coordinator has tendered his resignation and we will be posting that full time position on our job sites very soon. Mr. Josh Singleton, our new Athletic Director, has been with us for six months and has made an excellent addition to the team. Ms. Collins-Gray noted that basketball and volleyball registration has started and we currently have 247 participants. She also noted that we have 89 regular participants in the After School Program. Ms. Collins-Gray reported that we have several Winter Break camps this month. The Tennis junior program is taking a break until next semester. Ms. Collins-Gray and Ms. Klugman are currently working with our official's vendor to correct deficiencies in the recruiting process.

eTrak-plus Report: Ms. Klugman noted that the flash removal process is progressing and Mr. Norman is managing the process well. Mr. Norman is automating the organization creation process. We have a signed contract and payment for the new client in Hilton Head, SC with a Go Live date of January 1, 2019.

General Manager's Report: Ms. Myers noted that there are two weeks left in the current session of youth classes. The mermaid program is slowly gaining momentum and is moving in a positive direction. Session Three of youth programs will begin after the winter break. Mr. Burke noted that we had two incidents at the Fitness Center. Both members are reported to be doing well and no follow up was required. Mr. Burke is currently recruiting for a full time Aquatics Director. We are also recruiting for lifeguards and water fitness instructors. Mr. Burke commended Ms. Clark on her excellent work thus far in her new position. It was noted that the Underwater Hockey Tournament scheduled for this month was cancelled.

Department Proposals - New:

A. FFP Membership Proposals: Mr. Burke proposed the following:

1. January 1 (New Year's Day) Membership Promotion: On January 1, 2019, Mr. Burke requested that the Commission consider opening the building for a one-day special membership rate of \$20.19.

2. December Membership Promotion: Mr. Burke requested a special membership promotion that would give members a \$29.99 12-month membership for the price of 11 months (first month free).

3. January Membership Promotion: Mr. Burke requested the Commission consider a special for the month of January for the price of \$24.99 per month for 12 months.

B. Program Expo: We will not hold an expo in January.

Mr. Johnston made a motion to approve the December/January membership promotions and open the building for the one-day membership event. Mr. Bailey seconded the motion. The motion passed unanimously.

Unfinished Business:

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- A. Annexations: No annexations were received as of the date of this meeting.
- B. Capital Improvements Plan: Ms. Klugman has been in contact with BB&T regarding financing of the revenue bond. We do not have a final amortization or resolution at this time. Ms. Klugman also noted that the new vehicle purchased with the 2018 Capital Lease funds has been placed in service.
- C. City of Charleston Drainage Land Acquisition: The real estate transaction has been approved by both the City of Charleston and St. Andrew's Parks and Playground Commission. Ms. Klugman will advise the Commission when the closing is scheduled and payment is received.
- D. 2018 Hall of Fame: We have two nominations for the 2018 Hall of Fame. The first nominee is Lillian Mason. The second nominee is Russell Porter. Mr. Johnston made a motion to induct Mr. Porter and Ms. Mason into our Hall of Fame. Mr. Bailey seconded the motion. During the discussion, it was noted that Mr. Porter is not a good fit for our Hall of Fame at this time. Mr. Johnson amended his motion to include the single inductee of Ms. Mason into the St. Andrew's Hall of Fame. Mr. Bailey seconded the amended motion. The amended motion passed unanimously.
- E. FY 19 Millage / Property Base / Annexation: No update at this time.
- F. Workers Compensation Claim Update: . The hearing scheduled for December 6, 2018 has been postponed. A new date has not been set.
- G. SC Human Affairs Commission Complaint: No update at this time.

Adjournment: Mr. Eykyn adjourned the meeting at 9:20 pm.