

St. Andrew's Parish Parks and Playground Commission

March 21, 2019 Meeting Minutes

Page 1 of 3

Present:

Commission: Mike Eykyn, John Johnston, Ron Bailey and David Glover

Staff: Kevin Walsh, Joddi Collins-Gray, Brian Burke, Susan Klugman, Rachel Ebaugh and Donna Crafton

Public: None

Call to Order: Mr. Eykyn called the meeting to order at 7:09 PM

I. INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG: Mr. Bailey led the Commission in the invocation and Pledge of Allegiance.

II. PUBLIC COMMENTS: Ms. Collins-Gray welcomed Ms. Katie Denton our new Athletic Coordinator. She is originally from Washington State and was a college athlete. She is looking forward her work at St. Andrew's Parks and Playground.

III. NEW BUSINESS:

A. COMMISSION POLICY REVIEW: *Employee Corrective Action Section 10, Policy 2.* Mr. Walsh presented a revised version of the Corrective Action policy. He noted that we are striving to move away from discipline by fear and punishment to coaching by corrective action. Mr. Johnston made a motion to approve the policy as presented. Mr. Bailey seconded the motion. The motion passed unanimously.

IV. APPROVAL OF THE FEBRUARY 28, 2019 MINUTES: Mr. Bailey made a motion to approve the February 28, 2019 minutes. Mr. Johnston seconded the motion. The motion passed unanimously.

V. APPROVAL OF THE FEBRUARY 2019 FINANCIAL STATEMENTS: Mr. Bailey made a motion to approve the February 28, 2019 minutes. Mr. Johnston seconded the motion. The motion passed unanimously.

VI. EXECUTIVE DIRECTOR'S REPORT: Mr. Walsh noted that he will be out of town the first week in April. He also mentioned that he is working on an agreement between eTrak and a well known national youth organization and hopes to have an update on the agreement at the April meeting.

VII. DEPARTMENT REPORTS

A. ADMINISTRATION/FINANCE: Ms. Klugman reported that Mr. Jonas is very excited about his newest piece of equipment called a verti-cutter and pointed out that the turf grass on all of the fields is looking exceptional as usual at the start of baseball and softball season

B. PARKS AND PLAYGROUND REPORT: Ms. Collins-Gray noted that the St. Andrew's Lucky Shot Tournament was held last weekend and had the biggest turnout to date. There are many excellent photos on social media. Baseball and softball practices have started and uniforms are already in, which is earlier than in past years.

St. Andrew's Parish Parks and Playground Commission

March 21, 2019 Meeting Minutes

Page 2 of 3

She did note that picture day will be split between two Friday evenings rather than one Saturday as in years past. The After School Program continues to have steady enrollment and Ms. Lynch is doing a fantastic job managing both the After School Program while gearing up for the upcoming summer camp season. Ms. Collins-Gray noted that Ms. Denton is very tech savvy and is already have a significant positive impact on our social media platforms. Overall participation in spring sports was about 500. Lastly, she reminded us that the Flashlight Easter Egg Hunt will be April 5 and the Annual Scholarship Golf Tournament will be on Thursday, April 18 at Shadowmoss in West Ashley.

C. ETRAK-PLUS REPORT: Ms. Ebaugh noted that we have implementations planned in Ohio, Connecticut, and Florida in the coming weeks. She noted that Mr. Spinn is presently at the California state show in Sacramento. She noted that eTrak plans to move St. Andrew's data from internal servers to Amazon Web Services on Sunday, March 24 and we are still working with outside contractors for part of that project. We have two eTrak jobs posted for developer and support.

D. MANAGER'S REPORT: Mr. Burke noted that the Fitness Center team is working on several low cost / high impact projects which he hopes will make visual improvement to the building. He noted that the new Starfish swim program implemented by Ms. Myers is going very well. We have 17 swim classes ongoing in March and plan to add an additional 13 in April. He also noted that we hope to partner with the City of Charleston on an intramural swim team which will allow us to feed our intermediate and advanced stroke classes into a swim league. It is an exciting prospect.

VIII. DEPARTMENT PROPOSALS - NEW:

A. FFP MEMBERSHIP PROMOTION:

- i. Mr. Burke asked the Commission to continue the same promotion that was been running since last month. He noted that numbers are holding steady and members continue to ask about it. Mr. Bailey made a motion to approve. Mr. Johnston seconded the motion. The motion passed unanimously.
- ii. Mr. Burke presented a new rental fee schedule. The new rental fees are lower than current in hopes to attract more rentals during our normal operating hours. Mr. Bailey made a motion to approve. Mr. Johnston seconded the motion. The motion passed unanimously.

IX. UNFINISHED BUSINESS:

A. ANNEXATIONS UPDATE: NONE THIS MONTH

B. CAPITAL IMPROVEMENTS PLAN: Ms. Klugman noted that new bleachers for the St. Andrew's basketball gymnasium have been order and we hope to be able to place them in service by the end of April.

C. CITY OF CHARLESTON DRAINAGE LAND AQUISITION: Ms. Klugman is still waiting to hear from the City's attorney to set a closing date regarding the additional easement.

D. GREENBELT APPLICATION - WAPOO ROAD RESOLUTION: Mr. Walsh noted that the day after the Greenbelt application deadline, the property owners abruptly changed their mind and decided to accept our offer after having rejected it the week prior. Unfortunately, the timing means we will not be eligible for this round of funding but we will certainly keep our eyes open for other properties that we may be able to purchase. Mr. Walsh did note that the Lowcounty Land Trust reached out to us about some other options and we have a meeting with hem set for April 3.

St. Andrew's Parish Parks and Playground Commission

March 21, 2019 Meeting Minutes

Page 3 of 3

- E. St. Andrew's Parks Foundation:** On behalf of the Foundation, Ms. Klugman, the Foundation secretary, requested that the Commission consider allowing the Foundation access to participant data via eTrak for the express and sole use of raising funds on behalf of the Commission. The Commission asked that the Foundation Board of Directors present a specific proposal for the use of the data at the next Commission meeting.
- F. FY 2019-2020 Budget:** Mr. Walsh presented a final version of the FY19/20 budget. He noted that after meeting with the Charleston County budget director, it was suggested by Charleston County staff that the Commission ask County Council for a one-time prior year millage increase to cover anticipated shortfall in the FY18/19 budget. Mr. Walsh will submit a memo to the Budget office at the time the FY19/20 budget is submitted in April. Mr. Johnston made a motion to approve the FY19/20 budget as presented. Mr. Bailey seconded the motion. The Fiscal Year Ending 2020 budget was approved. Mr. Bailey made a motion to approved the request of a one time prior year millage adjustment of 1.5 mils. Mr. Johnston seconded the motion. The prior year millage adjustment was approved and will be submitted to the Charleston County Budget Office in April.

G. eTrak Financing Options:

Mr. Johnston made a motion to enter into executive session to discuss a contractual issue. Mr. Bailey seconded the motion. The motion passed unanimously and the Commission entered into executive session at 8:11 PM.

The Commission left executive session at 8:52 PM

Adjournment: Mr. Eykyn adjourned the meeting at 8:53 PM.