

St. Andrew's Parish Parks and Playground Commission

May 23, 2019 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, Rachel Ebaugh and Donna Crafton, Susannah Myers, Vamshi Tummala and Marc Lucci

Call to Order: Mr. Eykyn called the meeting to order at 7:00 PM

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

II. Public Comments: Ms. Ebaugh would like to introduce Mr. Marc Lucci and Mr. Vamshi Tummala as our newest full time members of the eTrak team. Mr. Lucci, our Support Specialist, is from Pennsylvania and has an MBA in Sports Studies and formally worked with the Pittsburgh Steelers. Mr. Tummala is our new Software Developer. He is from India and has a Bachelors Degree in electronics and received his Masters Degree from the University of South Florida in Business Analytics. Both gentlemen look forward to working with eTrak.

III. New Business:

A. SCHAC/EEOC Complaint: See below

B. FYE 6/30/18 Year End Journal Entries: Mr. Johnston made a motion to direct the Finance Director to post the FYE18 AJEs prepared by the audit firm of Wilson & Quirk. Mr. Bailey seconded the motion. The motion passed unanimously.

C. Reschedule June 2019 Meeting: Mr. Johnston made a request to the Commission to move the Commission meeting from the fourth Thursday to the third Thursday of June. The new meeting date will be June 20, 2019.

D. NRPA National Conference (Baltimore, MD): Mr. Johnston and Ms. Etheridge will be attending.

IV. Approval of the April Minutes: Mr. Bailey made a motion to approve the April 28, 2019 minutes. Mr. Johnston seconded the motion. The motion passed unanimously.

V. Approval of the April 2019 Financial Statements: Mr. Bailey made a motion to approve the April 2019 financial reports. Mr. Johnston seconded the motion. The motion passed unanimously.

VI. Executive Director's Report: Mr. Walsh noted that the Commission published a Request For Proposals for the annual financial audit by a Certified Public Accounting firm. Responses to the RFP are due June 13, 2019.

VII. DEPARTMENT REPORTS

A. Administration/Finance: Ms. Klugman noted that the Finance Department is beginning to wrap up the fiscal year which will end June 30, 2019. The Human Resources department is in the process of hiring over 70 summer camp teammates. The Maintenance Department is working on capital improvement project which Mr. Walsh will discuss later on the agenda.

B. Parks and Playground Report: Ms. Collins-Gray noted that Summer Camps will start on June 10, 2019. Many Summer Camp Counselors attended orientation

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Saturday, May 18 with more to be schedule later in June. The Tennis Department hosted the final tennis tournament of the spring with 110 kids. The Athletic Department is wrapping up baseball, softball and track for the Spring 2019 season. St. Andrew's will not be hosting any all star games this year. Our Spring track coach, Mr. John Cusatis, will be coaching our new Cross County team in the Fall. Ms. Collins-Gray noted that the Spring track meets with the City of Charleston and Mt. Pleasant went very well.

- C. **eTrak Report:** Ms. Ebaugh noted that we have had three "Go Live" events in a row with clients in Florida, Connecticut and Ohio. The Development Team is working on moving databases to Amazon Web Services. Our newest signed client is in Illinois and plans to go live in the fall. Mr. Spinn just returned from the Government Finance Officers Association conference in California and has several good leads.
- D. **General Manager's Report** – Ms. Myers noted that swim lessons are going very well with a growing number of participants. We started a recreational swim team in collaboration with the City of Charleston. The team was projected to have 16 participants and interest was much higher than we anticipated so we capped the team at 32 participants. Will be doing a series of six recreational meets over the summer. Ms. Myers also noted that FFP Summer Camp "Tiny Adventures" is sold out and specialty camps have better participation numbers as compared to last year. Mr. Burke noted that Mr. Madden, our new Aquatics Coordinator, has been recruiting heavily since he started. Mr. Burke also noted that this time of year the Fitness Center transitions from membership based to programming based and becomes "Summer Time Kid Friendly."

VIII. Department Proposals — New:

- A. **FFP Membership Promotion:** Mr. Burke would like to propose \$29.99 with the donation of new, unopened bottles of sunscreen or bug spray. Mr. Bailey made a motion to approve the June promotion as presented. Mr. Johnston seconded the motion. The motion passed unanimously.

IX. Unfinished Business:

- A. **Annexations Update:** Mr. Walsh noted that we have not received information regarding any annexations. Additionally, we have not heard from the City regarding the annexation over-payment issue.
- B. **CAPITAL IMPROVEMENTS PLAN:** At the April 2019 Commission meeting, the Commission approved a capital expenditure as part of the 2017 PARD grant for the purchase of a shade structure near the tennis courts. Mr. Walsh noted that staff realized in early May that the project could not be completed by the PARD deadline so a decision was made to made a request to the state Parks Recreation and Tourism department to amend the grant proposal to include new fencing at Brinker Field. Our request was approved by the PARD administrator and that capital improvement project is underway. Mr. Walsh also noted that the hot water boiler at the Fitness Center was replaced after 20 years of service. It was also noted that the Ball Field Light project is on hold for now.
- C. **CITY OF CHARLESTON DRAINAGE LAND ACQUISITION:** As of the date of this meeting, we have not yet set a date for closing.
- D. **GREENBELT APPLICATION:** Mr. Walsh has been looking for undeveloped land in the Public Service District.

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- E. St Andrew's Parks Foundation:** Mr. Burke spoke with Mr. Jimmy Bailey. Staff is currently drafting an "opt out" letter to send to our members and participants.
- F. FY 2019-2020 Budget:** Mr. Walsh noted that the County Council Finance Committee meeting will be Thursday, May 30 at 5pm followed by the full Council meeting at 6pm. Mr. Walsh and Ms. Klugman plan to attend both meetings.
- G. eTrak Financing Options:** Heritage Payment Solution is working with a digital marketing company and a representative of that company will meet with the eTrak team in early June 2019 to discuss strategic planning, branding and digital marketing.

Mr. Johnston made a motion to enter into executive session to discuss the SHAC/EEOC complaint that has been filed against us by a former employee. Mr. Bailey seconded the motion. The motion passed unanimously. The Commission entered into executive session at 7:40pm.

The Commission left executive session at 7:57pm.

Adjournment: Mr. Johnston made a motion to adjourn the meeting. Mr. Bailey seconded the motion. The meeting adjourned at 7:58 PM.