

## St. Andrew's Parish Parks and Playground Commission

August 22, 2019 Meeting Minutes

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### **Present:**

**Commission:** Mike Eykyn, John Johnston, Carol Etheridge and David Glover

**Staff:** Kevin Walsh, Joddi Collins-Gray, Brian Burke, Susan Klugman, Kim Coury and Susannah Myers

**Public:** Lee Myers

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

- I. **Invocation and Pledge of Allegiance to the Flag:** Ms. Etheridge led the Commission in the invocation and Pledge of Allegiance.
- II. **Public Comments:** Mr. Burke introduced Ms. Kim Coury as our new Aquatics Coordinator. Ms. Coury comes to us from Clemson University having completed a Master's degree in Parks and Recreation. She has a long history with St. Andrew's Parks and Playground having started in swim classes at Family Fitness Plus as an infant. Her grandfather Dan Coury is a past member of our Commission.
- III. **New Business:**
  - A. **Commission Policy Review – Rental Policy:** Ms. Collins-Gray presented changes to the Rental Policy including a four hour minimum (including set up and break down) and language that clarified that the four hour minimum explicitly includes set up and break down. Mr. Johnston made a motion to approve the policy as presented. Mr. Glover seconded the motion. The motion passed unanimously.
  - B. **Election of Officers:** Mr. Johnston made a motion to move Commission elections to the September 2019 meeting. Mr. Glover seconded the motion. The motion passed unanimously.
- IV. **Approval of the Minutes:** Ms. Etheridge made a motion to approve the July 25, 2019 minutes. Mr. Johnston seconded the motion and the motion passed unanimously.
- V. **Approval of the July 2019 Financial Statements:** Mr. Glover made a motion to approve the July 2019 financial reports. Ms. Etheridge seconded the motion. The motion passed unanimously.
- VI. **Executive Director's Report:** Mr. Walsh noted he has been working with Greenbelt Committee via Charleston County Councilman Moody regarding the property at Hwy 61 & Parsonage Road. The landowners are interested and Mr. Walsh will meet with the County regarding a possible joint project to include drainage improvements for Church Creek.
- VII. **DEPARTMENT REPORTS**
  - A. **Administration/Finance:** Ms. Klugman noted that the Verticutter has made a huge impact on field maintenance and it a much needed piece of equipment.  
**Parks and Playground Report:** Ms. Collins-Gray noted that summer camp ended on August 16. The St. Andrew's After School Program (ASP) started

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on Wednesday, August 21. Ms. Collins-Gray noted that 85 children are registered for ASP. She also noted that the Fall youth sports season has started. We have 219 children registered for baseball, cross country and volleyball. (We did not have any softball teams this season.) The maintenance team is working on the gym floor getting it ready for volleyball season. The Tennis department is getting ready for Fall Season and will be hosting a Back-to-School tournament last weekend of August. CUSC is hosting their first annual golf tournament in September.

- B. eTrak Report:** Ms. Ebaugh noted that two clients have moved to AWS (“the cloud.”) We will begin migrating the rest of our clients over the course of the next few months. Our newest client, Pearce Community Center, went live this week. Mr. Lucci and Mr. Stefan conducted the on-site training. Ms. Ebaugh noted that Mr. Lucci continues to be a valuable member of the team and is doing a fantastic job. Mr. Kapucinski, our new full time administrative assistant, is doing a great job taking backup calls and “triaging” support questions. The team at PHOS and eTrak will also be working on a re-branding project.
- C. General Manager's Report:** Mr. Burke noted that swim lessons continue to go well with good enrollment. He noted that MUSC is discontinuing their children's services and we hope to offer those families a place to continue their aquatics lessons. The instructor is a former St. Andrew's employee with over 20 years experience. The FFP administrative team is working through a leadership development program with Liz Ashley who is with The Bridge, LLC.

### **VIII. Department Proposals — New:**

- A. FFP Membership Promotion:** Mr. Burke would like to propose that the Fitness Center take donations for the annual Halloween Carnival. (He also noted that we have raised \$420 for the St. Andrew's Parks Foundation through our current promotion.) The prospective member will receive the promotional membership price of \$29.99 per month per adult with the donation of either (a) \$20 to the Foundation or (b) donation of an unopened bag of candy. This promotional rate will continue on a month-to-month basis after the 12 month commitment. Mr. Johnston made a motion to approve the proposed membership promotion. Mr. Glover seconded the motion. The motion passed unanimously.

### **IX. Unfinished Business:**

- A. Annexations Update:** Mr. Walsh noted that he has received a reply from the City of Charleston legal department. We have a meeting scheduled for September 6, 2019 to discuss the annexation issue.
- B. Capital Improvement Plan:** none at this time
- C. St. Andrew's Parks Foundation:** As mentioned previously, we have raised \$420 Foundation. Mr. Burke has been working with Mr. Jimmy Bailey on a marketing and fundraising campaign.

Mr. Johnston made a motion to enter into executive session to discuss a personnel matter. Mr. Glover seconded the motion. The Commission entered into executive session at 7:38 PM.

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The Commission left executive session at 8:54 PM. No motions were made.

- D. eTrak Financing Options:** No update at this time.
  - E. SCHAC/EEOC:** No update at this time.
  - F. NRPA Conference in Baltimore 9/24/19 – 9/27/19:** It was noted that Ms. Etheridge, Mr. Johnston, Ms. Crawford, Ms. Klugman, Ms. Collins Gray, Ms. Myers and Mr. Spinn will be attending NRPA in Baltimore MD.
- X. Adjournment:** Mr. Glover made a motion at 8:57 PM to adjourn the meeting. Mr. Johnston seconded the motion and the motion passed unanimously.