

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

January 23, 2020 Meeting Minutes

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### **Present:**

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

**Staff:** Kevin Walsh, Susan Klugman, Brian Burke, Rachel Ebaugh, Joddi Collins-Gray, Susannah Myers, Sue Seay, Amanda Kapucinski, Katie Denton, Desmond Jefferson, Randy Hibbard, Michael Gladney, John Brooks, Chris Pote, Patrick Jonas, Keith Whittingham, Phil Burke, Kim Coury, Josh Singleton, Gerald Norman, and Kristyn Lynch

**Call to Order:** Mr. Eykyn called the meeting to order at 6:59 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:** None
- III. **New Business:**
  - A. BB&T Financing Resolution – Mr. Johnston moved to adopt the financing resolution for the \$80,000 lease purchase agreement. Mr. Glover seconded the motion. The motion passed unanimously.
  - B. Commission Policy Review: Criminal Background Check – Mr. Walsh presented the new policy for Criminal Background Checks. This is an update to current policy which included vague language as to situations that would cause an applicant to be ineligible for employment. Mr. Glover made a motion to approve the policy as presented. Mr. Johnston seconded the motion. Mr. Johnston inquired whether the Commission performs state/local or national background checks. Ms. Crafton confirmed that St. Andrew's Parks and Playground Commission performs national background checks on every applicant over the age of 18. The cost of each background check is \$15. Mr. Eykyn called for a vote after the discussion. The motion passed unanimously.
- IV. **Approval of the December 5, 2019 Minutes:** Mr. Johnston made a motion to approve the December 5, 2019 minutes. Mr. Glover seconded the motion. The motion passed unanimously.
- V. **Approval of the November and December 2019 Financial Statements:** Mr. Glover made a motion to approve the November 2019 and December 2019 financial reports. Mr. Johnston seconded the motion. The motion passed unanimously.
- VI. **Executive Director's Report:** Mr. Walsh noted that the Greenbelt public hearing to purchase a section of Church Creek Plaza (the old Piggly Wiggly) went very well. No opposition was noted at the public hearing. The owners of the lot adjacent to the proposed property would like to purchase the portion of the property that has road frontage on Ashley River Rd. Mr. Eykyn noted that Mr. Walsh did an excellent presentation. Mr. Walsh noted that the Staff Annual retreat was today. Mr. Walsh informed the Commission that the new agency goals will be on the St. Andrew's

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Intranet. The Vision Plan has been updated from the last iteration which was completed in 2003 and is also available on the Intranet. Mr. Walsh will be sending a link to all Commissioners to provide access to the intranet. Mr. Walsh noted that we developed a new vision statement: "To lead our community with quality innovative programming." Mr. Walsh also recommended purchasing bricks for all of the current and past Commissioners and install them in the Volunteer Park brick area in time for the 75<sup>th</sup> Anniversary Party in May. Mr. Walsh asked the Commission for approval for a non-budgeted expenditure of approximately \$400 to purchase said bricks. Mr. Johnston made a motion to approve the expenditure. Mr. Glover seconded the motion. The motion was approved unanimously.

### **VII. DEPARTMENT REPORTS**

**A. Administration/Finance Report:** Ms. Crafton informed the Commission that that we are still looking for an HR assistant. Mr. Seay noted that collection rates are steady. Mr. Jonas noted that he and the maintenance department won the South Carolina Sports Turf Managers Association "Field of the Year" for Drayton Elementary soccer fields. Mr. Jonas and his team have been working on a five year plan for turf grass improvement and the results are exemplary. Mr. Jonas also noted that we have two vacancies in the Maintenance Department which we are looking to fill as soon as possible.

**B. Parks and Playground Report:** Ms. Collins-Gray noted that the recreation team came up with Branch goals which includes more cross promotion within internal departments, adding additional training for part-time and seasonal teammates and creating four new community engagement events. The St. Andrew's Programs department will be working with area recreation directors to create a regional Teen Programming Plan. Ms. Collins-Gray introduced Mr. Jefferson, our newest full-time teammate. She also noted that the Summer Camp 2020 brochure is at the printer. Ms. Collins-Gray reminded the Commission that the Hall of Fame commemoration event for Ms. Lillian Mason has been reschedule to June 2020. Mr. Josh Singleton noted that winter sports (basketball) is winding down that that spring sports registration for baseball, softball and track has started. Mr. Phil Burke and Mr. Keith Whittingham noted that winter is typically slow in the tennis department but that activities will start to increase in February with tournaments and school tennis programs. Ms. Susannah Myers noted that the St. Andrew's Scholarship Golf Tournament registration has started and sessions are currently ongoing for swim lessons, youth fitness classes and spring soccer. Ms. Kristyn Lynch noted that the After School Program is at full capacity for its bus routes. Summer camp registration will begin February 3, 2020. Mr. Desmond Jefferson introduced himself to the Commission noting that he graduated with a BS in December 2019 with a degree in Health Care Science. He has worked part time for us for nearly four years and attended our summer camp program as a youth. Mr. Eykyn asked if the discount program for teammates was still in place and staff assured him that it was being well utilized. It was noted that Ms. Amanda Kapucinski is doing a fantastic job at the Parks front desk during our busy registration periods.

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- C. eTrak Report:** Mr. Norman reported that is working on deferred revenue for one of our larger HOA clients and our transition to AWS is still going well. Mr. Norman's next project will be to remove Flash from eTrak code. Ms. Ebaugh noted that she recently did a software demo for an agency in Wyoming and a HOA in Florida.
- D. Fitness Center Report:** Mr. Hibbard noted that the front desk team registered 397 new members in the month of January (to date) and over 140 new memberships on January 1 alone. Mr. Johnston noted that he'd like staff to focus on membership retention in the coming months. Our new aquatics director, Kim Coury, noted that the pool looks very good. We have two new facility reservations in the pool area with College of Charleston and Sea Kayak Carolina. She also noted that more people are utilizing the pool for early morning lap swimming. Mr. Burke noted that our dehumidification system is in serious need of repair. This system was placed in service in 2005 and will require approximately \$70,000 in repairs in the near future. Mr. Burke noted that the personal training department has doubled revenue in the last year and noted that our Fitness Director, Emma Clark, is doing a great job.

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

- A. FFP Membership Promotion:** Mr. Burke asked the Commission for approval of a February promotional rate of \$29.99 per adult. Mr. Glover made a motion to approve the promotion. Mr. Johnston seconded the motion. The motion passed unanimously.
- B. Lacrosse on Sundays** – Mr. Singleton would like to start a new 5-week beginner lacrosse program. Per Commission policy, Mr. Singleton is asking the Commission's approval to hold the program on Sunday afternoon which is necessary due to instructor availability. Mr. Johnston made a motion to allow the youth sport program of Lacrosse to be held on Sunday afternoons for the duration of the program. Mr. Glover seconded the motion. The motion passed unanimously. The Commission asked Mr. Walsh to look into this policy and provide a recommendation for revision.

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

- A. Annexations Update:** 758 Arcadian Way, 1565 Hutton Place, 1440 Doret Lane, 1701 Wood Crest Ave, 1249 Wisteria Lane, 1623 Wood Crest Avenue
- B. Capital Improvement Plan:** Ms. Klugman noted that the equipment has been ordered. We do not yet know when the items will be delivered.
- C. St. Andrew's Parks Foundation:** No report at this time.
- D. eTrak Financing Options:** No decisions made.

Mr. Johnston made a motion to enter into executive session to discuss a personnel matter and a contractual matter. Mr. Glover seconded the motion. The Commission entered into executive session at 7:50 PM. The Commission left executive session at 9:16 PM. No motions were made.

- X. Adjournment:** Mr. Johnston made a motion at 9:16 PM to adjourn the meeting. Mr. Glover seconded the motion. The motion passed unanimously.