

St. Andrew's Parish Parks and Playground Commission

June 20, 2019 Meeting Minutes

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Present:

Commission: John Johnston, Ron Bailey and David Glover

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

Public: Lee Myers

Call to Order: Mr. Johnston called the meeting to order at 7:00 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:** Joddi introduced Mr. Keith Whittingham as the new Assistant Tennis Director. He used to play for Charleston Southern. Transferred to St. Johns in New York. Grew up in PA.
- III. **New Business: None**
- IV. **Approval of the May Minutes:** Mr. Bailey made a motion to approve the May 23, 2019 minutes. Mr. Glover seconded the motion. The motion passed unanimously.
- V. **Approval of the May 2019 Financial Statements:** Mr. Glover made a motion to approve the May 2019 financial reports. Mr. Bailey seconded the motion. The motion passed unanimously.
- VI. **Executive Director's Report:** We went out to RFP for a CPA firm for our annual audit. Ten firms were invited to attend via personal invitation and the RFP was also in the Post and Courier. NAYS announced its partnerships with eTrak effective today for the eTrak-play product. Mr. Walsh noted that he presented copies of the proposal given to County Council to the Commission in tonight's packet of information.

VII. DEPARTMENT REPORTS

- A. **Administration/Finance:** Ms. Klugman noted that it is the end of the fiscal year and the finance department is very busy. For maintenance, it was noted that the rain in June has the fields looking very good.
- B. **Parks and Playground Report:** Ms. Collins-Gray noted that the CUSC 17U boys team went to Austin TX recently. Their overall record was 0-1-2. They had a great time. The CUSC men's tryouts are coming up soon. She also noted that camp is ongoing with approximately 100 camp counselors hired and 250 kids per week at gym, 65 kids in tennis camp each week, 32 at Family Fitness Plus and 24 at FLCC. We are offering 43 different camps with many kids on the wait-list.
- C. **eTrak Report:** Ms. Ebaugh noted that we have official contracts for two new clients in TN and SC. We have 10 new accounts for fiscal year and nine since January.

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- D. General Manager's Report:** Ms. Myers noted that camp is in full swing. Specialty camps will start next week in July. We have had huge participation for summer camp swim lessons this year. There has been some adjustment for Kids Fit participants but the kids are happy. Our Aquatics Coordinator is facing some staffing challenges as the summer gets into full swing. Our condenser for the morganizer is not working properly and we are replacing it this month. The team is looking forward to fall programming.

VIII. Department Proposals — New:

- A. FFP Membership Promotion:** Mr. Burke proposed \$29.99 per month per adult with the donation of aquatic equipment such as kick boards and life jackets. Mr. Burke would also like to extend the Bring-a-Guest promotion for members. Mr. Bailey made a motion to approve the promotion as presented. Mr. Glover seconded the motion. The motion passed unanimously.

IX. Unfinished Business:

- A. Annexations Update:** 2234 Portside Way (Ashley Harbor Subdivision)
- B. Capital Improvement Plan:** Mr. Walsh noted that the Brinker Fencing is new along the baselines thanks in part to the 2017 PARD grant that was used for funding.
- C. City of Charleston Drainage Land Acquisition:** Ms. Klugman noted that the closing was in May and we are waiting for Phase II to begin.
- D. St Andrew's Parks Foundation:** Email drafted on how to manage the opt-out solution.
- E. FY 2019-2020 Budget:** Mr. Walsh attended the Public Hearing Tuesday evening. No public comment on our budget. He also noted that our budget has passed both first and second reading. Third and final reading is Tuesday, June 25, 2019.
- F. eTrak Financing Options:** No update at this time
- G. SCHAC/EEOC:** Personnel issue moved to end of agenda.
- H. NRPA Conference in Baltimore 9/24/19 – 9/27/19:** It was noted that Mr. Johnston and Ms. Etheridge plus Ms. Collins-Gray, Ms. Myers, Ms. Crawford and Ms. Klugman will be attending the conference. Mr. Spinn will be attending on behalf of eTrak.

Mr. Bailey made a motion at 7:34 PM to enter into executive session to discuss a personnel issue. Mr. Glover seconded the motion and the Commission entered into executive session.

The Commission left executive session at 7:45 PM.

- X. Adjournment:** Mr. Glover made a motion at 7:47 to adjourn the meeting. Mr. Bailey seconded the motion and the meeting adjourned.