

**Present:** Mike Eykyn, John Johnston, Ron Bailey, Chris Burgess, Anthony Gibbs

- I. **Call to Order:** Mr. Eykyn called the meeting to order at 7:04 pm.
- II. **Invocation and Pledge of Allegiance to the Flag:**
- III. **Public Comment:** none
- IV. **New Business:** Ms. Klugman noted that the November/December commission meetings both conflict with Holidays. The Commission will combine the November and December meetings and meet on December 9, 2021. Ms. Klugman proposed a change to Policy 7.9 (Fee and Charges) to grant the Executive Director authority to approve membership promotions. Mr. Bailey made a motion to approve the policy as proposed. Mr. Burgess second the motion. The motion passed unanimously.
- V. **Approval of the Minutes:** Mr. Burgess made a motion to approve the minutes of September 23, 2021. Mr. Gibbs seconded the motion. The motion passed unanimously.
- VI. **Financial Report:** Mr. Bailey made a motion to approve the financial statements and related documents as presented. Mr. Burgess seconded the motion. The motion passed unanimously.
- VII. **Executive Director's Report:** Ms. Klugman noted that there was a maintenance incident at the fitness center. A section of the pool deck that collapsed under the weight of the lift that was being used to change the lights in the pool area. A maintenance teammate was injured slightly but was back to work the next day. The pool deck concrete was fixed but the french drain still needs to be repaired.
- VIII. **Department Reports:**
  - A. HR / Finance: Ms. Kapuscinski is working on HR and Finance related duties and is doing really well. An offer was made for the Sponsorship position but the candidate declined the offer. We have decided to go back to the drawing board and rethink the position. We also have a maintenance department position open as well.
  - B. Recreation Report: Ms. Collins-Gray noted that the Halloween Carnival will (hopefully) be tomorrow if the fields dry out enough. It will be an all outside event this year. We advertised a maximum number of participants of 150 and all must be registered prior to the event to keep it small. She also noted that athletics is finishing up fall sports next week. We are in late registration for

Winter Sports. We currently have 228 basketball participants registered which is 68 more than last year and the 2nd highest in the last 6 years. We will have some of our teams practicing at the mall in January.

- C. Operations Report: Mr. Stefan noted that the Customer Retention 2.0 Committee is going to serve hotdogs for the families that are at the park on Monday, Nov 1st at 6pm.
- D. Family Fitness Plus Report: Mr. Burke is working with the City of Charleston because WL Stephens Pool is changing their hours to that of a seasonal pool. We are looking to possibly add their instructors to our pool for some evening water aerobic classes.

**IX. Department Proposals:**

- A. Fitness Center Membership Proposal: None

**X. Unfinished Business:**

- A. **COVID Response:** It was noted that there have been no area wide Covid update calls recently.
- B. **Capital Improvement Plans:** We allocated \$36,000 for capital improvements and would like to use some of this budgeted money plus a \$2,000 donation to purchase a \$3,400 scoreboard. Mr. Bailey made a motion to approve the purchase of the scoreboard. Mr. Gibbs second the motion. Motion was passed unanimously.
- C. **Forest Lakes Greenbelt Project:** Ms. Collins-Gray is gathering addresses for the houses that surround Forest Lakes Park that are in the 100 year flood zone so they are aware of being in the flood zone and that they know any projects that we do will not make their zone change.
- D. **Forest Acres Drainage Easement:** None
- E. **St. Andrew's Parks Foundation:** None

**XI. Adjournment:** The Commission voted unanimously to adjourn the meeting at 9:11 PM.