

Present: Mike Eykyn, John Johnston, Ron Bailey (absent - excused), Carol Etheridge (absent - excused), Chris Burgess

- I. **Call to Order:** Mr. Eykyn called the meeting to order at 7:03 pm
- II. **Invocation and Pledge of Allegiance to the Flag:** Mr. Johnston led the Commission in prayer and the pledge of Allegiance to the Flag.
- III. **Public Comment:** None
- IV. **New Business:**
 - A. **Policy Clarification:** Vacation - The Commission will discuss this policy at the next scheduled meeting.
- V. **Approval of the Minutes:** Mr. Johnston made a motion to approve the minutes of September 24, 2020. Mr. Burgess seconded the motion. The motion passed unanimously.
- VI. **Financial Report:** Ms. Klugman noted that the eTrak team is working on an issue that affects deferred revenue reporting and cash transmittals. Ms. Seay has reached out to the eTrak team to put pressure on them to complete the required fixes. Ms. Klugman does not have financial statements ready for Q3 at this time but has provided supporting documentation including the check register, general ledger, bank statements and disbursement records for review and consideration.
- VII. **Executive Director's Report:** Ms. Klugman noted that the recents furloughs and cuts have made a significant impact on the Agency cash flow to the positive. She stated that the goal of the staff is to get through December and reassess the financial situation at that time. She hopes to recall as many part time team mates as possible but that it is entirely dependent on the financial situation after January 1, 2021.
- VIII. **Department Reports:**
 - A. **HR / Finance:** Ms. Klugman noted that Ms. Crafton has been working very hard processing the furloughs. It was noted that October is a 3-pay period month which always presents a significant drain on available cash; however the net payroll for 3rd payroll will be significantly decreased due to the lifeguard furloughs. Mr. Johnston noted that Heritage Payment Solutions is behind on their payments and has not paid the closing attorney yet. Mr. Johnston noted that he would like to pay Lindsey Cooper Law Offices. Mr. Johnston proposes that we pay the attorney but not send Heritage Payment

Solutions (“HPS”) the check from Las Cruces for \$10,000 that was deposited into our checking account via ACH after the closing until we get the \$8,500 check from Heritage Payment Solutions. Ms. Klugman stated that we are contractually obligated to send the money to HPS. Mr. Eykyn directed Ms. Klugman to speak directly with Mr. Cooper regarding the past due invoice.

- B. Recreation Report: Ms. Collins-Gray noted we are in the middle of Fall sports, and we have started registration for Winter basketball. Registration numbers to date are about half of what they were last year. The Athletic Department was able to offer the *Learn Lacrosse* program which will start in November. It was originally scheduled in April but was postponed due to COVID. Ms. Lynch noted that participation in the After School Program is steady with 35 children enrolled. Ms. Lynch also instructed a soccer program for younger kids and had 10 participants.
- C. Operations Report: Mr. Stefan noted that the Dodge cargo van sold for \$610, Ford Escape sold for \$1,601 and 2005 Dodge Caravan is currently listed at \$1,467. The auction for the 2005 Dodge Caravan closes at 10pm on October 22, 2020.
- D. Family Fitness Plus Report: Mr. Burke stated Fitness on Demand has launched and we have cut some of our live classes. Mr. Burke commended Ms. Clark, Ms. Coury, and Mr. Hibbard for doing an outstanding job talking to members and handling their complaints. So far, to Mr. Burke’s knowledge, only one person has canceled due to the reduction in class offerings. It was noted that the swim lane rental with the Summerville YMCA will not happen this year; however, the City of Charleston Swim Team has been renting our pool and has decided to extend their contract. Mr. Burke noted that January is going to be very crucial this year. We do 60% of our business that month and are looking for ways to increase revenue.

IX. Department Proposals: No proposals this month

X. Unfinished Business:

- A. COVID Response / Phased Reopening: Ms. Klugman noted that the Agency is still in Phase III of our reopening plan and plans to remain there for the foreseeable future.
- B. Annexations Update: No annexations were reported since the last meeting.
- C. Capital Improvement Plans: All capital improvement and replacement plans are on hold due to fiscal restraints..
- D. St. Andrew’s Parks Foundation: No report at this time. Next meeting will be on Thursday, December 3, 2020 at 6pm.
- E. Winter Commission Meeting: Mr. Johnston made a motion to combine the November and December commission meetings due to Thanksgiving and Christmas holidays. Mr. Johnston suggested December 3, 2020 for the meeting date. Mr. Burgess seconded the motion. There was no discussion. The motion passed unanimously.

F. Election of Officers: The Commission will vote on officers at the next regularly scheduled meeting.

XI. Executive Session: Mr. Johnston made a motion at 7:55 PM to enter into Executive Session. The motion was seconded by Mr. Burgess. The Commission entered into executive session to discuss a personnel matter.

The Commission left executive session at 8:38 PM. No votes were taken and no motions were made.

XII. Adjournment: The Commission voted unanimously to adjourn at 8:39 PM.