

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

July 25, 2019 Meeting Minutes

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### **Present:**

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

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

**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:** Ms. Ebaugh introduced Ms. Amanda Kapucinski as our new full time front desk teammate at Playground Road. Ms. Kapucinski has been with us part-time for two years and is glad to be with us full-time. She will also be doing some eTrak testing for the eTrak team.
- III. **New Business:**
  - A. Mr. Johnson made a motion to approve the revised No Tobacco policy. Mr. Glover seconded the motion. Ms. Etheridge noted that consistency in policy to empower teammates is good. The motion passed unanimously.
  - B. Mr Walsh proposed the following budget transfer to increase salaries for responsible seasonal lifeguards:
    - \$9,595 transfer to 1110-80-FFP (Pool Staff)
    - \$2,000 transfer from 2090-10-FFP (Utilities)
    - \$2,000 transfer from 2390-20-FFP (Workplace Safety)
    - \$3,595 transfer from 2360-20-FFP (Office Supplies)
    - \$2,000 transfer from 2020-60-FFP (Advertising)Mr. Bailey made a motion to approve. Mr. Glover seconded and the motion passed unanimously.
- IV. **Approval of the Minutes:** Mr. Bailey made a motion to approve the June 20, 2019 minutes. Ms. Etheridge seconded the motion and the motion passed unanimously.
- V. **Approval of the May 2019 Financial Statements:** Mr. Johnston made a motion to approve the May 2019 financial reports. Mr. Glover seconded the motion. Ms. Klugman shared the Adjusting Journal Entries for Period 13 of FYE 2019. The motion passed unanimously.
- VI. **Executive Director's Report:** Mr. Walsh noted that we moved our full time team meeting from Wednesdays to Thursdays. This will allow teammates to attend area meetings that conflict. This includes the Charleston area recreation director's meeting as well as the West Ashley James Island Business Association (WAIJIBA).

### **VII. DEPARTMENT REPORTS**

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- A. Administration/Finance:** Ms. Klugman noted that the audit for FY 2018/2019 will begin soon. We have issued a Notice to Proceed to the accounting firm of Wilson & Quirk and Mr. Danny Quirk will begin working with the St. Andrew's team in the very near future.
- B. Parks and Playground Report:** We have three weeks of camp left. Our After School Program has 57 registrants, including 30 families registered for the entire school year. Fall sports registration ends Friday, July 26. We are currently at 135 participants for the Fall. We added volleyball and cross country for Fall sports. Fall tennis registration will start soon after Labor Day. Susannah mentioned that our new soccer program will feed into the CUSC program. It starts Sept 14<sup>th</sup> on Saturday mornings at Ponderosa using some of the men's team as instructors. Enrichment classes were added to after school three days per week and will require optional sign up. Classes will mirror what is happening at FFP. Katie Denton has been working on our website and it looks great.
- C. eTrak Report:** St. Andrew's is up on AWS in a test environment as we are working through issues. The St. Andrew's team has been helping eTrak test. Vamshi is now to the point where he can work on tickets and is doing a great job. Frank is training in TN. For AWS the planned initial switch will be Sunday, Aug 5<sup>th</sup> just for St. Andrew's. The planned system down time will be about three hours. Other clients will be moved once the kinks are worked out.
- D. General Manager's Report:** Ms. Myers noted that the swim team had their last meet last weekend and the end of season party will be this week. Parents have asked about a year round program. The fifth session of swim lessons since moving to Starfish started this week. We have 100 children enrolled and retention is high. We have 30 kids in camp swim lessons. Mr. Burke noted that aquatics coordinator resigned after a very short tenure. Two interviews have been conducted for the open position and one internal candidate will be interviewed next week. The FFP programs team is working with a leadership consultant for the next few months and they are very excited about it.

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

- A. FFP Membership Promotion:** We would like to propose the following promotional membership. A prospective member will receive the promotional membership prices if they donate \$20 to St. Andrew's Foundation for scholarships. \$29.99 per month for each adult membership with 1-year commitment. This rate will continue to roll month to month after the 1 year commitment. Our regular children and family membership rates apply. Mr. Johnston made a motion to approve. Mr. Bailey seconded and the motion passed unanimously.
- B. Groupon:** Mr. Burkes proposed a special 5 pass class offering for Groupon worth \$50. Customers would pay \$25 to Groupon and 40% would go to Groupon, so FFP would make \$15 per participant. Mr. Bailey made a motion to approve the proposal as submitted. Mr. Glover seconded the motion and the motion passed unanimously.

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

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- A. Annexations Update:** We received no notices of annexations this month. Mr. Walsh did try again to contact the City of Charleston CFO regarding annexation disbursement. The City CFO has not returned any of Mr. Walsh's seven voicemails left since May. We know from the County Assessor's office that they have collected \$2.16 million in Tax District 99 which has been dispersed to the City of Charleston since we last received a check in January 2018.
- B. Capital Improvement Plan:** The new shade structure has been installed in the playground near the tennis courts. The project cost \$7,000 of which \$5,000 will be reimbursed by our PARD grant.
- C. St. Andrew's Parks Foundation:** Nothing to report at this time.
- D. FY 2019-2020 Budget:** Third reading was approved by County Council.
- E. eTrak Financing Options:** Nothing to report at this time.
- F. SCHAC/EEOC:** Moved to the end of the agenda in Executive Session.
- G. NRPA Conference in Baltimore 9/24/19 – 9/27/19:** Attending this year will be John Johnston, Carol Etheridge, Joddi Collins-Gray, Susan Klugman, Susannah Myers, Holly Crawford and Mark Spinn.

Ms. Etheridge wanted to note that she was impressed with Ms. Myers engagement in the process related to the Commission.

Mr. Johnston made a motion at 8:04 PM to enter into Executive Session to discuss personnel issues. Mr. Bailey seconded the motion and the Commission entered into Executive Session.

The Commission left Executive Session at 9:11 PM. No action was taken.

- X. Adjournment:** Mr. Johnston made a motion at 9:13 pm to adjourn the meeting. Mr. Bailey seconded the motion and the motion passed unanimously.