

St. Andrew's Parish Parks and Playground Commission

February 27, 2020 Meeting Minutes

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Present:

Commission: Mike Eykyn, John Johnston and David Glover

Staff: Kevin Walsh, Susan Klugman, Rachel Ebaugh, Brian Burke

Public: None

Call to Order: Mr. Eykyn called the meeting to order at 7:02 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. FY 2020-2021 Budget – Mr. Walsh submitted the budget for review by the Commission. The General Fund budget includes a ½ mil increase. The Commission will vote in March on the proposed budget.

B. Commission Policy Review: Hours – Mr. Walsh presented a revision to the policy which will avoid scheduling practices before 1pm on Sundays instead of all day. Mr. Johnston made a motion to approve the policy as presented. Mr. Glover seconded the motion. The motion passed unanimously.

IV. Approval of the January 27, 2020 Minutes: Mr. Glover made a motion to approve the January 27, 2020 minutes. Mr. Johnston seconded the motion. The motion passed unanimously.

V. Approval of the January 2020 Financial Statements: Mr. Johnston made a motion to approve the November 2019 and December 2019 financial reports. Mr. Glover seconded the motion. The motion passed unanimously.

VI. Executive Director's Report: Mr. Walsh noted that the Greenbelt applications have been submitted to the Greenbelt Committee. The subcommittee meetings will be in March at which time Mr. Walsh will present both projects to the subcommittee. The Area Recreation Directors will be working on a Teen Programming project and there has been a lot of interest in eSports.

VII. DEPARTMENT REPORTS

A. Administration/Finance Report: Ms. Klugman noted that an offer has been made and accepted for the HR assistant position. The HR department is gearing up for Summer Camp hiring. Ms. Klugman noted that the Commission took in over \$100,000 on the first day of summer camp registration.

B. Parks and Playground Report: Mr. Walsh noted that both Ms. Collins-Gray and Ms. Lynch are at The Programming Summit (TPS) in Hilton Head this

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week. On behalf of Ms. Collins-Gray, Mr. Walsh reported that Winter Basketball All Stars is the week of March 2 and the season will be ending shortly after that. The Athletic Department is working on getting a coach for the 12U softball team. We currently have 17 participants registered for lacrosse and 40 participants registered for Spring Track.

- C. **eTrak Report:** Ms. Ebaugh reported that January included WebEx training for current clients. She noted that Mr. Spinn is continuing the fall trade-show circuit in Texas this week. One of our HOA properties has gone live and their onsite training is next month. In February, Mr. Stefan did an on-site training for a long time client in the local tri-County area.
- D. **Fitness Center Report:** Mr. Eykyn noted that the fitness center is in the positive on the income statement this fiscal year. Mr. Burke gave credit to the entire team for that accomplishment. Mr. Burke noted that we are making some building improvements which will allow us to expand our children's programming. The maintenance team has added a door between the basketball area and the old squash court which is currently being used as a youth programming space. Mr. Burke also noted that we are making improvements to the pool area by replacing and repairing the bathroom doors. Mr. Burke noted again that the Morganizer will soon need repair. This repair will be a large capital improvement project.

VIII. Department Proposals — New:

A. FFP Membership Promotion:

- i. Mr. Burke asked for Commission for approval of a March promotional rate of \$29.99 per adult.
- ii. Mr. Burke asked the Commission for permission to waive the entrance on one day. This "Free Day for the Community" would be Saturday, February 29, 2020.
- iii. Mr. Burke asked the Commission (on behalf of the Customer Retention Committee) to allow free admission to the Fitness Center for all current and past participants for the entire month of May 2020.

Mr. Glover made a motion to approve the three promotions as presented. Mr. Johnston seconded the motion. The motion passed unanimously.

IX. Unfinished Business:

- A. **Annexations Update:** No notices were received this month.
- B. **Capital Improvement Plan:** The Commission will be selling its decommissioned vehicles this Spring. Ten percent of the proceeds will go back to the state since these vehicles were originally purchased through the state procurement office.
- C. **St. Andrew's Parks Foundation:** No update at this time. The Foundation will be meeting in March prior to the next Commission meeting.

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- D. eTrak Financing Options:** Mr. Johnston made a motion to enter into executive session to discuss a legal matter. Mr. Glover seconded the motion. The Commission entered into executive session at 7:39 PM.

The Commission left executive session at 9:38 PM. No motions were made and no votes were taken.

Mr. Glover made a motion to authorize the Executive Director to negotiate the terms of a contractual agreement on behalf of the Commission. Mr. Johnston seconded the motion. The motion passed unanimously.

Mr. Johnston made a motion to authorize the Executive Director to retain an attorney to review documents related to contractual matters on behalf of the Commission. Mr. Glover seconded the motion. The motion passed unanimously.

- X. Adjournment:** Mr. Johnston made a motion at 9:40 PM to adjourn the meeting. Mr. Glover seconded the motion. The motion passed unanimously and the meeting was adjourned.