

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

August 26<sup>th</sup>, 2011 Meeting Minutes

Page 1 of 2

**Present:** Mike Eykyn, Susan Mayo, Carol Etheridge, Kevin Walsh, Frank Stefan, Susan Klugman

**Call to Order:** Mr. Eykyn called the meeting to order at 7:30pm.

**Invocation and Pledge of Allegiance to the Flag:** Ms. Etheridge led the Commission in prayer and the pledge of Allegiance to the Flag.

**Approval of the July 28th, 2011 Minutes:** Ms. Mayo made a motion to approve the minutes, which was seconded by Ms. Etheridge. Motion carried unanimously.

**Approval of the July 2011 Financial Reports and Summary Balance Sheet:** Ms. Etheridge made a motion to approve the reports, which was seconded by Ms. Mayo. Motion carried unanimously.

**Executive Director's Report:** Mr. Walsh introduced Susan Klugman as our new Finance Director. The financial reports are being reported differently now. Capital expenses will not be shown on the income statements. Mr. Walsh received a request from the St. Andrew's Fire Department to help with their fundraisers by making a donation to the silent auction. The auction will be held at Avondale Point, September 10<sup>th</sup>, 11:00am – 4:00pm.

**Parks and Playground Report:** Still waiting on one final background check to clear for one of the coaches. Registrations were good. The program was delayed a bit with changing of coaches. Parents meeting completed. Adult co-ed softball is being put together. A trip to the USC vs. Vanderbilt football game has been scheduled.

**General Manager's Report:** Mr. Stefan reported that the staff discovered more flooring problems in the cycling room. After pulling back the carpet, it was found that the floor was buckling due to dampness and termites. Ledford's was called in to foam the flooring to kill the termites. The company that detected the last leak under the slab floor will be coming in to try and figure out where the water is coming from.

**eTrak-Plus Report:** \$75,000 was budget for tech supports, but have decided to hire employees instead. Mr. Walsh would like to move \$75,000 from contracted services expenses to salaries. eTrak is looking to hire another programmer and tech support position. Ms. Etheridge made a motion to approve which was seconded by Ms. Mayo. Motion carried unanimously. Mr. Walsh did a web demo for Newark, NJ last week.

### **Department Proposals**

*September 2011 Membership Promo* - "School's in Session, Give Your Health a Lesson" Mr. Stefan proposed to offer new members purchasing a 12 month membership their first month free. New members signing up for a 24 month membership receive the first month free and two free months added to the end of the membership. Ms. Etheridge made a motion to approve which was seconded by Ms. Mayo. Motion carried unanimously.

Department Proposals continued.

*Corporate Partnership Enrollment Fees:* After speaking with many of our corporate partners, Ms. Seay, Asst. General Manager, found that most of the fitness clubs in Charleston do not charge an enrollment fee to the employees of their corporate partners. To stay competitive with its competition, Mr. Stefan proposed to eliminate enrollment fees to new members coming from our corporate partners. Ms. Mayo made a motion to approve which was seconded by Ms. Etheridge. Motion carried unanimously.

*Free Two Week Pass:* To help potential members get a better feel for the club, St. Andrew's Family Fitness Plus would like to change its one week pass to a two week pass. Ms. Mayo made a motion to approve which was seconded by Ms. Etheridge. Motion carried unanimously.

*Racquetball Tournament:* Mr. Stefan proposed to allow Lowcountry racquetball to have a tournament at St. Andrew's Family Fitness plus September 30<sup>th</sup> – October 2<sup>nd</sup>. Ms. Etheridge made a motion to approve which was seconded by Ms. Mayo. Motion carried unanimously.

*Underwater Hockey Tournament* – As in years past, St. Andrew's FFP would like to host the Blockade Runner's underwater hockey tournament November 12<sup>th</sup> and 13<sup>th</sup>. Ms. Etheridge made a motion to approve which was seconded by Ms. Mayo. Ms. Mayo made a motion to elect Mr. Eykyn as Chairman, second from motion Ms. Mayo.

### **Unfinished Business**

*Annexations Update:* None.

*St. Andrew's Park at Hunt Club:* St. Andrew's will not be moving forward with this project.

*Capital Improvements Plan:* The new F-350 truck was picked up. Getting reimbursed for payments from BB&T has been a problem for the past few months. Ms. Klugman has straightened everything out with BB&T and the Insurance Reserve Fund (IRF).

*SCRPA and NRPA Attendance:* The SCRPA/NCRPA State Conference is next month. Mr. Stefan is taking care of the registrations for the NRPA Congress and Expo in Atlanta.

### **New Business**

*Election of Officers:* Ms. Etheridge made a motion to hold elections tonight which was seconded by Ms. Mayo. Motion carried unanimously.

Ms. Mayo made a motion to elect Mr. Eykyn as Chairman, second from Ms. Etheridge. Motion carried unanimously.

Ms. Mayo made a motion to elect Mr. Bailey as Vice Chairman, second from Ms. Etheridge. Motion carried unanimously.

Ms. Mayo made a motion to elect Mr. Johnston as Secretary, second from Ms. Etheridge. Motion carried unanimously.

**Adjournment:** The Commission adjourned unanimously at 8:49pm.