

**IRMO CHAPIN RECREATION COMMISSION  
COMMISSION MEETING  
Seven Oaks Park  
October 22, 2008**

**6:30 p.m. Work Session  
7:00 p.m. General Session**

**AGENDA**

Call to Order and Invocation  
Welcome

- I. \*APPROVAL OF THE AGENDA**
- II. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT**
- III. \*APPROVAL OF THE MINUTES – September 24, 2008** Pages 1-7
- IV. COMMUNICATIONS FROM THE PUBLIC**
- V. STAFF REPORTS** Pages 8-24
- VI. NEW BUSINESS**
  - \*A. Saluda Shoals Park Foundation By-Laws** Page 25
  - \*B. Shepherd's Center of St. Andrews Fundraising Event** Page 26
- VII. EXECUTIVE DIRECTOR'S REPORT**
- VIII. COMMISSION RESPONSE**
- IX. ADJOURNMENT**

**\* Denotes Commission Action Needed**

**IRMO CHAPIN RECREATION COMMISSION  
COMMISSION MEETING  
WORK SESSION MINUTES**

Seven Oaks Park  
October 22, 2008  
6:30pm

Members Attending: Tom McLean, Scott Wilhide, Bruce Loveless, John Sowards, Emily Shuman.  
Non-Members Attending: Elizabeth Taylor, Eve Mittendorf

Elizabeth Taylor presented an overview of agenda items. Discussion occurred regarding appointing a nominating committee for the election of officers. Chairman McLean requested Ms. Taylor to select committee members. Elizabeth Taylor requested volunteers. The following Commissioners volunteered to be part of the nominating committee: Bruce Loveless and Emily Shuman.

Elizabeth Taylor requested an amendment to the agenda to include under New Business, Item VI.C. Runoff Water Easement Request – Mr. Doug Trevett (Trevett's Mailing Service.) Discussion occurred regarding drainage, current piping for water discharge and the request for a formal approval by the Commission. Elizabeth Taylor stated she would ask Jay Downs, Operations and Facilities Superintendent, to discuss and review details of the runoff water easement request in Public Session.

Elizabeth Taylor reviewed the agenda item Saluda Shoals Park Foundation By-laws. The Saluda Shoals Foundation wants to allow for five non-voting members, voting and non-voting directors shall be recommended by the nominating committee, nominated by the Chairperson and elected by a majority vote of the Directors. No director shall serve more than two three-year terms. A director may be appointed to one of the five non-voting board positions for one three-year term. Following nine years of service a director must remain off of the Board for a minimum of one year. At the time of the by-law amendment, all current members will have their appointed date re-set to current date of approval.

Ms. Taylor reviewed the agenda item regarding the Shepherd's Center of St. Andrews Fundraising Event at Seven Oaks Park. Staff is requesting approval of the facility rental at Seven Oaks Park for the Shepherd's Center of St. Andrews on November 8, 2008.

Elizabeth Taylor reminded Commissioners that her 6 month performance review will be done in Public Session; the November Commission meeting is scheduled one week early on November 19 at Crooked Creek Park due to the holiday; there will be no December Commission meeting. Scott Wilhide proposed having Commission meetings scheduled every other month.

Eve Mittendorf  
Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION  
COMMISSION MEETING  
GENERAL SESSION MINUTES**

Seven Oaks Park  
October 22, 2008  
7:00 p.m.

Non-members Attending

Elizabeth Taylor	Eve Mittendorf
Jeanette Wells	Jim Wellman
Belinda Rhodes	Jay Downs
Jack Terrell	Don Sylvestre

Members Attending

Tom McLean  
Scott Wilhide  
Bruce Loveless  
John Sowards  
Emily Shuman

The meeting was called to order by Chairman, Tom McLean. Mr. McLean delivered the invocation. Guests were welcomed.

**I. APPROVAL OF THE AGENDA**

A MOTION WAS MADE BY SCOTT WILHIDE TO AMEND THE AGENDA TO INCLUDE UNDER NEW BUSINESS, ITEM VI.C. RUNOFF WATER EASEMENT REQUEST – DOUG TREVETT (TREVETT’S MAILING SERVICE.) SECONDED BY JOHN SOWARDS. MOTION APPROVED BY GENERAL CONSENT.

**II. REQUIREMENTS OF THE FREEDOM OF INFORMATION ACT**

The news media was notified of the meeting, it was posted on the website, and a notice and agenda was posted at park sites one week prior to the meeting.

**III. APPROVAL OF THE MINUTES**

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE MINUTES AS PRESENTED. SECONDED BY JOHN SOWARDS. MOTION APPROVED BY GENERAL CONSENT.

**IV. COMMUNICATIONS FROM THE PUBLIC**

Don Syvestre – 79 Islay Lane, Columbia, SC 29212  
Congratulated Jack Terrell on his new position as Recreation Superintendent. Chairman McLean thanked Don Sylvestre for his volunteer time at Irmo Chapin Recreation Commission.

**V. STAFF REPORTS**

Staff reports accepted as presented.

**VI. NEW BUSINESS**

A. Saluda Shoals Park Foundation By-Laws

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE THE SALUDA SHOALS PARK FOUNDATION BY-LAWS AS PRESENTED. SECONDED BY SCOTT WILHIDE.

Commissioner Emily Shuman reviewed the changes to the by-laws to include the following: to allow for five non-voting members and the Saluda Shoals Foundation voting and non-

voting directors shall be recommended by a nominating committee, nominated by the Chairperson and elected by a majority vote of the Directors. No director shall serve more than two three-year terms. A director may be appointed to one of the five non-voting board positions for one three-year term.

VOTE TAKEN. MOTION APPROVED.

B. Shepherd's Center of St. Andrews Fundraising Event

A MOTION WAS MADE BY JOHN SOWARDS TO APPROVE THE STAFF RECOMMENDATION. SECONDED BY SCOTT WILHIDE.

Elizabeth Taylor communicated that staff is requesting approval of the facility rental for an antique appraisal fundraising event held by the non-profit organization, Shepherd's Center of St. Andrews.

VOTE TAKEN. MOTION APPROVED.

C. Runoff Water Easement Request – Mr. Doug Trevett (Trevett's Mailing Service)

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE THE STAFF RECOMMENDATION. SECONDED BY JOHN SOWARDS.

Elizabeth Taylor reviewed the easement request; Mr. Trevett is requesting approval for runoff water access onto Irmo Chapin Recreation Commission (formerly BC Components) property. Jay Downs, Facilities and Operations Superintendent presented a map of the property and communicated that no construction is required; there is an existing 32" pipe for drainage. Discussion occurred regarding existing piping, current drainage and future property sales. John Sowards requested opportunity to review the request and table the motion until the November 2008 Commission meeting.

AN AMENDMENT TO THE MOTION WAS MADE BY SCOTT WILHIDE TO TABLE ITEM C. RUNOFF WATER EASEMENT REQUEST UNTIL NOVEMBER 2008. SECONDED BY JOHN SOWARDS. VOTE TAKEN. MOTION APPROVED.

Chairman McLean communicated that the current Executive Director, Elizabeth Taylor, was appointed in March 2008 and the Commission has discussed and agreed to give Ms. Taylor a six-month review in Public Session; presented by John Sowards. Commissioner Sowards stated it is an honor and unusual to present a performance review in public, but is being done for public record. In addition, the Executive Director's original annual performance review is due this month; however, the Commission is deferring Ms. Taylor's formal annual review to March 2009; the date in which she took the position as Executive Director. The decision of the Commission was to openly, as one voice, state that the Commission couldn't be happier with Elizabeth Taylor's performance. The Commission has received overwhelming positive response in the selection of Elizabeth Taylor for the Executive Director position. In addition, Ms. Taylor accepted the position under difficult circumstance and with much personal anguish and anxiety. However, she handled the appointment with the utmost class, professionalism and character. The Commission recognizes that Ms. Taylor has moved the agency in very positive ways. First, the Commission can see in the attitudes and faces of staff a very supportive and what appears to be a happy staff. Second, business as usual is easy;

however, Ms. Taylor has taken on the objective of starting a strategic plan. In addition, she helps in directing the Commission and has made a tremendous effort in building the bridges of communication with County Council, Commissioners, staff and the citizens of this community. The Commission rates the current Executive Director, Elizabeth Taylor, with an A+ and has the utmost confidence in her to lead this agency forward.

## **VII. EXECUTIVE DIRECTOR'S REPORT**

Elizabeth Taylor distributed the annual report for Commission review and noted the formatting change, which includes values to the community identified by staff and Commission. This was done to position Commission, staff and community members to use this as a tool for the planning process. The focus was on values the agency brings to the community such as building community; providing for healthy lifestyles, mentoring youth, supporting senior citizens and supporting environmental stewardship. Ms. Taylor recognized staff for their hard work in developing the annual report.

Ms. Taylor also presented to the Commission a tool to track the progress of the strategic planning process. The document includes: task and objective of the planning process, the staff responsible for meeting the objective, those who participated, the dates of projected completion and the status and comments. This document will be updated and presented each month to the Commission.

Elizabeth Taylor announced with the appointment of Jack Terrel to the Recreation Superintendent position the leadership team is now in place. The team has met and defined the roles of the focus groups. Focus group meetings will begin in November and will report to the task force recommended options. The task force will begin meeting in January 2009 and will receive information from the focus groups, community survey, stakeholder interviews and public meetings. The task force's responsibility is to interpret the information and present recommended options for Commission's consideration in the spring of 2009. The Commission then approves a draft of a plan and will present to the public for review; once plan is adopted the staff will develop a public presentation to share with the community.

Elizabeth Taylor communicated that next week staff will finalize the community survey tool and define the distribution strategy. The distribution should begin in November with a final report due by the end of January. Clemson University will be collecting the data and summarize the results. Elizabeth Taylor stated meetings with stakeholders and stakeholder groups are continuing to be scheduled and several Commissioners will be invited to participate in these meetings over the next eight months. The public meetings will be scheduled in February or March on both ends of the district. John Sowards asked if the timeline will be posted on the ICRC website. Elizabeth Taylor replied, yes. In addition, final reports from the focus groups and task force will be posted on the ICRC website.

Elizabeth Taylor thanked the Commission for the opportunity for staff to attend the National Recreation and Parks Association (NRPA) conference; 8500 delegates attended this conference and it is a great opportunity to share ideas with other professionals and board members. Ms. Taylor invited the Commission to attend next year's NRPA conference in Salt Lake City. Commissioner Wilhide and Jamie Frasier accepted the national Dorothy Mullins award for excellence for the CAST program at the conference; staff was very proud of Jamie Frasier and appreciated her efforts in making the CAST program a success and for

being recognized on a national level. Elizabeth Taylor also stated that the recent “unearth” art event had approximately 2800 visitors over a 4 day period; congratulations to Dolly Patton, Jay Downs, Commissioners and staff for making this event successful and for establishing Saluda Shoals Park as a recognized venue for visual and performing arts. The Chairman’s Lighting ceremony for Holiday Lights is scheduled for Monday, November 24, 2008. Crooked Creek Park is anticipating over 1000 children for the Halloween at the Park event. Ms. Taylor also communicated her appreciation for the Commissioner’s comments and for their support.

#### **VIII. COMMISSION RESPONSE**

Tom McLean congratulated Jack Terrell on his new position.

#### **IX. ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 8:00p.m.

Respectfully submitted,  
Eve Mittendorf, Recording Secretary  
IRMO CHAPIN RECREATION COMMISSION