

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

Saluda Shoals Park – River Center
January 26, 2011
6:30 p.m.

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

Elizabeth Taylor requested an amendment to the agenda to include under New Business, Item F. C3 Grant Application Request and a correction under New Business, Item A, FY11-12 Budget Timetable and Item B, Preliminary FY 11-12 Budget for Lexington County Council. Discussion occurred regarding the C3 grant program; the program is funded by nine partners in the Midlands and supports innovative new partnerships among nonprofits.

Elizabeth Taylor provided a status update on the BC Components property; DHEC continues to work with PENAC and GE. John Sowards requested a public notice posted on the ICRC website when the final status of the property is received.

Elizabeth Taylor reviewed the agenda; discussion occurred regarding the preliminary Irmo Chapin Recreation Commission FY 11/12 budget for Lexington County. Ms. Taylor communicated that the Recreational Trails Program (RTP) grant would be used for the development of a trail connecting the environmental education center to the wetlands preserve at Saluda Shoals Park; staff is also requesting renewal of the Developmental Disability Council (DDC) grant and the Lexington County Accommodation Tax grant.

Discussion occurred regarding a memorandum of understanding between Irmo High School and Irmo Chapin Recreation Commission for the shared use of facilities and the funding of indoor batting cages. John Sowards requested Elizabeth Taylor schedule a meeting to discuss the details with Irmo High School officials.

Commissioner Shuman distributed “‘Shuckin’ on the Shoals” invitations and encouraged the board members to attend; this is a big event for the Saluda Shoals Park Foundation annual campaign.

Commissioner McLean inquired on the status of disc golf in the community. Elizabeth Taylor communicated that Crooked Creek Park currently has an 18 hole course. In addition, staff requested to include on the capital item list a nine hole course at Seven Oaks Park; a grant application has also been submitted for a course at Saluda Shoals Park.

John Sowards reminded the board that January is the time for election of officers; discussion occurred regarding current officers and the 2011 officer slate.

The Work Session adjourned at 7:00 p.m.

Eve Mittendorf

IRMO CHAPIN RECREATION COMMISSION

**IRMO CHAPIN RECREATION COMMISSION
COMMISSION MEETING
GENERAL SESSION MINUTES
Saluda Shoals Park – River Center
January 26, 2011
7:00 p.m.**

Non-members Attending

Elizabeth Taylor	Eve Mittendorf
Jack Terrell	Jay Downs
John Cantey	Jeanette Wells
Jim Wellman	Greg Drake
Lisa Drake	Alex Drake
Hank Alford	Elizabeth Alford
Hamp Alford	

Members Attending

John Sowards
Scott Wilhide
Emily Shuman
Tom McLean
Bruce Loveless

Chairman John Sowards called the meeting to order. John Sowards delivered the invocation. Guests were welcomed.

I. APPROVAL OF THE AGENDA

John Sowards requested for public record an amendment to the agenda to include a correction under New Business, Item A. FY11-12 Budget Timetable, to include an action item under New Business, Item F. C3 Grant Application Request and to adopt as submitted. Commissioner Wilhide requested an additional correction to reflect under Item B. Preliminary FY11-12 Budget for Lexington County Council. Hearing no objections the agenda was submitted as requested.

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 the park sites one week prior to the meeting.

III. APPROVAL OF THE MINUTES

A MOTION WAS MADE BY TOM MCLEAN TO APPROVE THE MINUTES AS SUBMITTED. SECONDED BY SCOTT WILHIDE. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

IV. ELECTION OF OFFICERS

A MOTION WAS MADE BY BRUCE LOVELESS TO CONTINUE THE CURRENT OFFICER SLATE FOR 2011 AS FOLLOWS: JOHN SOWARDS - CHAIRMAN, SCOTT WILHIDE – VICE CHAIRMAN, EMILY SHUMAN – SECRETARY. TOM MCLEAN SECONDED. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

V. COMMUNICATIONS FROM THE PUBLIC

No public communications

VI. PUBLIC PRESENTATION

A. EAGLE Scout Project – Hamp Alford

Scott Wilhide recognized Hamp Alford for his Eagle Scout project at Saluda Shoals Park. Hamp constructed a bog garden at the wetland preserve.

B. EAGLE Scout Project – Alex Drake

Bruce Loveless recognized Alex Drake for his Eagle Scout project at Saluda Shoals Park. Alex constructed a perennial and evergreen garden within the Interpretive Children's Garden.

VII. STAFF REPORTS

Staff reports accepted as submitted.

VIII. NEW BUSINESS

A. FY 11/12 Budget Timetable

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT AS PRESENTED THE FY 11/12 BUDGET TIMETABLE. SECONDED BY EMILY SHUMAN.

Chairman Sowards inquired if the scheduled work session on April 20, 2011 is at 5:00pm. Elizabeth Taylor replied, yes.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

B. Preliminary FY 11/12 Budget for Lexington County Council

Elizabeth Taylor communicated that Lexington County requests annually a preliminary budget. The budget submitted reflects a 2.4% growth and 1.6% CPI as received by the County office.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT AS PRESENTED THE PRELIMINARY FY 11/12 BUDGET FOR LEXINGTON COUNTY COUNCIL. SECONDED BY EMILY SHUMAN.

Chairman Sowards recommended Elizabeth Taylor meet with Brad Matthews to brief him on the budget process for Irmo Chapin Recreation Commission.

VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

C. Recreational Trails Program (RTP) Grant Application

Elizabeth Taylor communicated that the grant would be used for the development of a trail from the environmental education center to the wetlands preserve at Saluda Shoals Park. The RTP grant is for \$100,000 with a \$25,000 grant match.

A MOTION WAS MADE BY SCOTT WILHIDE TO ACCEPT STAFF RECOMMENDATION TO SUBMIT AN APPLICATION FOR THE RTP GRANT. SECONDED BY BRUCE LOVELESS. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

D. Developmental Disability Council (DDC) Grant Application

Elizabeth Taylor communicated that staff is requesting approval to apply for federal and state financial assistance to support special needs programs and projects. Irmo Chapin

Recreation Commission is eligible to apply for the continuation of the DDC grant money for the Afternoon Adventures Program, which requires a 100% match of \$17,453.50.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF'S RECOMMENDATION TO APPLY FOR THE DEVELOPMENTAL DISABILITY COUNCIL GRANT. SECONDED BY TOM MCLEAN. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

E. Lexington County Accommodation Tax Grant Application

Elizabeth Taylor informed the Commission that each year grants are given to organizations that encourage tourism in Lexington County and staff would like to apply for the Lexington County Accommodation Tax Grant to support unearthing and Holiday Lights. John Sowards inquired if ICRC received money in the past. Elizabeth Taylor replied, yes – the agency received \$38,000 for Holiday Lights last year.

A MOTION WAS MADE BY SCOTT WILHIDE TO APPROVE STAFF'S RECOMMENDATION TO APPLY FOR THE LEXINGTON COUNTY ACCOMMODATION TAX GRANT. SECONDED BY EMILY SHUMAN. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

F. C3 Grant Application

Elizabeth Taylor informed the Commission that the C3 Grant program is a new grant provided by the United Way and funded by nine partners in the Midlands; the grant supports innovative new partnerships among nonprofits.

A MOTION WAS MADE BY BRUCE LOVELESS TO APPROVE STAFF'S RECOMMENDATION TO APPLY FOR THE C3 GRANT. SECONDED BY SCOTT WILHIDE. VOTE TAKEN. MOTION APPROVED UNANIMOUSLY.

IX. EXECUTIVE DIRECTOR'S REPORT

Elizabeth Taylor presented a mid-year status report on the agency's progress on reaching goals and objectives. Financially the balance sheet indicates that there is an increase in the fund balance compared to this same time last year by \$122,000; staff does not predict any extraordinary events in the second half of the year that should impact the growth trend. Regarding the income statement, excluding extraordinary events such as revenues from bonds, sale of property or the purchase of property, the ordinary income is up \$90,000 over last year this time. This is a combination of tax revenue and program fees. Ms. Taylor communicated that all indicators suggest that the overall financial health of the agency is very strong.

Programmatically, staff met goals in increasing participation in the health and wellness and arts programming and in initiating partnerships that impact childhood obesity in the community. Staff has developed a plan to strengthen the youth athletic program; new partnerships have been developed with Midlands Tech, Lexington Sheriff's Department, Lexington County, The Babcock Center, Lowman Home, District V, The Town of Irmo, and Keep America Beautiful, which has allowed staff to better serve the community. Staff has also created three park improvement committees to support the agency's mission in the community; increased fund raising initiatives for senior services, youth athletic scholarship programs and Saluda Shoals Foundation. Holiday Lights increased visitation from 13,344 vehicles in 2009 to 15,289 vehicles in 2010; net revenue increased by \$16,664. Chairman Sowards inquired if the increase was attributed to the increase in cars or increase usage of features. Elizabeth Taylor replied that the increase was due to more visitors, more sponsorships, the new wetland boardwalk feature, and increase usage of

the slide feature. Tom McLean inquired if there were any concerns from park neighbors. Elizabeth Taylor replied that she received no complaints about traffic this year.

The administrative services department advanced in meeting the standards in becoming accredited with the National Recreation and Parks Association. In addition, a health awareness program was launched for staff and a human resource component (HRTrac) was implemented. Also, the maintenance component of the agencies software (MainTrac) has been installed successfully and staff training completed. MainTrac inventories the agency assets, includes a work order process and system, measures equipment life cycles and assists management in planning effectively and projecting costs more accurately. In the park operations department, staff replaced bleachers at Seven Oaks Park gym, replaced goal posts at the football field at Seven Oaks Park, developed a management plan and cleared the site for Nature's Theater, and purchased 55 acres of land for future park development in Chapin. The Foundation has raised \$32K of a \$50K annual campaign goal; as well as launched a \$5M capital campaign. The leadership team has pledged and given \$322,500 towards a \$400,000 goal; there are also two outstanding requests for two more leadership gifts. In addition, two more board members have joined the Foundation.

Last, Ms. Taylor thanked staff and Commission for the support and hard work in all of the agency's endeavors.

Tom McLean asked how equipment is inventoried. Elizabeth Taylor replied that the MainTrac software makes it more efficient to track and report new and old capital equipment within the agency.

X. COMMISSION RESPONSE

Emily Shuman thanked Elizabeth Taylor for a great report and also reported on the St. Andrews Arbor Day Committee that will work on the beautification of the St. Andrews corridor. Tom McLean stated he was proud to be a part of the Commission and agency. Bruce Loveless thanked Emily Shuman and Elizabeth Taylor for their vision and for being leaders in getting the community involved in beautifying the St. Andrews corridor. John Sowards commended Commission, executive director and staff for continuing to foster and promote Irmo Chapin Recreation Commission. In addition, Mr. Sowards thanked Emily Shuman for her ambassadorship of the Saluda Shoals Park Foundation and the unanimous contributions made by Commissioners to the capital campaign. Chairman Sowards also thanked Tom McLean and Scott Wilhide for their years of commitment to the Commission as well as their officer positions. Mr. Sowards also commended staff on a successful year in the purchase of an additional 55 acres, the development of a wetlands preserve in a power right-of-way, clean-up of the BC Components property from the responsible party, partnership with the Okra Strut committee and the eighteen month strategic planning process. In addition, following are some of the long term objectives for the Commission: to build a road and expand accessibility to Saluda Shoals Park, to build a gym and indoor walking track at Seven Oaks Park, and to build a splash pad at Crooked Creek Park and the Commission will achieve these objectives without a referendum.

ADJOURNMENT

A MOTION WAS MADE BY TOM MCLEAN TO ADJOURN THE MEETING. SECONDED BY SCOTT WILHIDE. VOTE TAKEN. MEETING ADJOURNED AT 7:55PM.

Respectfully submitted,
Eve Mittendorf
IRMO CHAPIN RECREATION COMMISSION