

**BEAUFORT COUNTY PARKS & LEISURE SERVICES
ADVISORY BOARD MINUTES**

Conference Room
Beaufort Industrial Park, Building 102
Thursday, September 6, 2012
2:30 PM

Board Members Present: Arthur Middleton, Chairman
Ronald Campbell
Tom Ertter
Norman Varnes
Bruce Yeager

Board Members Absent: Chuck Culpepper
Terry Dingle
Mike Manesiotis
Al Stern, Vice Chairman

Staff Present: Joseph Penale, PALS Interim Director
Amy Matthews, PALS Office & Marketing Manager

Guest Present: Morris Campbell, Community Services Director
Alan Eisenman, Finance Department
Shannon Loper, Finance Department
Joe MacDermant, Beaufort County Citizen

CALL TO ORDER

Arthur Middleton, Chairman of the Advisory Board, called the meeting to order at 2:30 PM. The pledge of allegiance was said by all.

APPROVAL OF JUNE 6, 2012 MINUTES

The minutes from the June 6, 2012 Advisory Board meeting were unanimously approved.

PUBLIC COMMENT

Mr. Joe MacDermant, who is not representing any organization, spoke about a proposal to build additional tennis courts in Beaufort County. He would like to see the tennis courts expanded as proposed six years ago. He presented an informal proposal for the additional tennis courts. Arthur said the Board would look at the proposal and get back to him at a later date.

CIRCLE OF HOPE COALATION

Larry Holman thanked Gary Kubic, Morris Campbell, Joe Penale, and PALS Board for allowing them to partner with PALS in helping to save the community by using the underused assets of the county. The Circle of Hope started in the Charles Lind Brown Center about the second week of July. We have basketball, double dutch jump rope, chess, and a financial liberty program. Last week they held a voting class which was well attended. They appointed two Co-Administrators to assist with the program—Carolyn Smalls-Jenkins and Denise Littlejohn. Anita Franklin has been instrumental in getting the Coalition and the community organized, along with getting the children to the facility. She reported that one of the things they noticed in the past couple of years was the rivalry between the Island teens and the Beaufort teens seemed to escalate during the Water Festival timeframe. They have been talking to the teens and letting them know of their intent to get the center open to give

them a safe place to gather. It has made a difference because we didn't have that rivalry this year. She also reported that a former drug dealer in the area has changed and is going back to school to get his GED. Some of the other kids there are asking about a GED program. We already have a certified teacher who has volunteered to spearhead that effort. We are in partnership between Beaufort Baptist Church and with Parkview. They have 65 kids in that project area. We're teaming up with them and not trying to reinvent the wheel but find out what kind of volunteer programs are going on. We're going to see if we can undergird that and do our after school program to mold the children. We're going to continue with the "Bullying" program. Just having positive male role models available makes such a difference. We've had more male than female volunteers. The community has been busy. The grand reopening was a huge success. Arthur asked if anyone has taken the time to outline all the programs that they are doing. Anita said yes they had.

PALS INTERIM FINANCIAL STATEMENT

The June Interim financial statement was presented by Alan Eisenman, Finance Department. The June PALS financials are unaudited and available on the web site at BCGov.net, Departments, Administration, Finance, Financial Reports, Fiscal Year 2012, Fourth Quarter, PALS Financials. We are hoping to get our year-end financial reports by the end of October. In looking over his slides, he noticed that some of the figures are incorrect. The General Fund Revenues amount of \$713k is correct; however, the expenditures should be \$2.9M. For FY11 the revenue number should be \$651k and the expenditures number should be \$3.4M. Overall comparing this year to last year the revenues increased by \$52k and expenses decreased by \$53k. This is a positive sign for PALS. The Special Revenue Funds are as follows: PALS Capital Program - \$29k Fund Balance, PALS Impact Fees - \$2M Fund Balance, State PARD Grants - Zero Fund Balance, Summer Nutrition Program - \$15k Fund Balance, and Special Events - \$24k Fund Balance. The YMCA donation of \$387.00 was not included on the Special Revenue Funds slide. The Special Revenue Funds Impact Fees are as follows: Daufuskie - \$483 Fund Balance, Bluffton - \$1.17M Fund Balance, Port Royal - \$2k Fund Balance, Lady's Island - \$141 Fund Balance, St. Helena - \$824k Fund Balance.

INTERIM DIRECTOR REPORTS

A. PROGRAM UPDATES

1. AFTER SCHOOL

Bluffton is pretty much the same at 56 this year compared to 58 last year. Burton Wells is a little short with 26 for this year compared to 41 for last year. We are expecting the numbers to pick up in September. Port Royal is pretty much the same at 26 for this year compared to 28 for last year. We have a total of 22 openings remaining. I think some of the problem was the short months and we will get to that later. We could not get the numbers to have an after school program at St. Helena.

2. AQUATICS

The pools had the following participation numbers for June, July, and August respectively: Battery Creek - 1048/1359/722; Beaufort - 1151/1213/1108; Bluffton - 2628/2171/1309; Lind Brown - 1333/3691/2130. TOTAL PARTICIPATION - 6160/8434/5629. The Lind Brown pool took a big jump in July. The Bluffton pool was down in August because the swim team takes a two week break. Beaufort numbers are pretty steady.

3. FALL SPORTS

We have a comparison of our Fall Sports numbers for 2010, 2011, and 2012 respectively: Cheerleading - 57/125/137; Football - 423/467/486; Soccer - 977/1077/1011; Baseball (Beaufort Only) - 59 signed up. TOTAL PARTICIPATION - 1457/1669/1693. We are up 24 people from last year. This is the first year we are having a Fall baseball program in Beaufort. Our numbers are up in Bluffton while they are down in Beaufort. We consider the reason for this being the extra football program is better than Beaufort and the YMCA is running a flag football league.

4. FEE SCHEDULE PROPOSALS

A. REFUND POLICY

We neglected to put a refund policy in the fee schedule.. What we would like to do is 75% refund will be given one week after the last day of late registration. If a doctor's excuse accompanies the request for a refund, then a 75% refund will be given until the start of the program. We have been doing this for the last few years; however, nothing has been vetted through County Council.. This will include all PALS programs for consistency. Special consideration may be given on an individual basis at the discretion of the PALS Director. Examples would include relocation, injury or any unexpected occurrence. This will give us the flexibility so if someone signs up for a program like summer camp and has to move out of the area, we could give them a refund whereas in the past we couldn't. To correct that, we would like to bring that forward.

Motion/Recommendation:

1. It was moved by Tom Ertter and seconded by Arthur Middleton that the 75% refund policy one week after the last day of late registration or if a doctor's excuse accompanies a request a 75% refund will be given until the start of the program as presented by Joe Penale be accepted. The motion was approved unanimously.
2. It was moved by Tom Ertter and seconded by Arthur Middleton that special consideration may be given on an individual basis and this decision be at the discretion of the PALS Direction. Examples would be relocation, injury or unexpected occurrences as presented by Joe Penale Bruce asked how many requests we have in general and Joe responded that no more than ten during the season. The motion was approved unanimously.

B. LATE FEE

Right now we have a \$25.00 late fee for all of our Athletic programs. We would like to institute that for all PALS programs. This would include summer camp.

Motion/Recommendation: It was moved by Ronald Campbell and seconded by Tom Ertter that the \$25.00 late fee policy across the board for all PALS programs during the one week late extension as present by Joe Penale be accepted. The motion was approved unanimously.

C. AFTER SCHOOL PROGRAM FEE

The After School fee is \$75.00 per month; however, this does not address the "short" months. For example in August we only have ten days of summer camp and 10 days of after school. The other short months would be December and June. This was brought up at the Program Committee and we would like to take bring it up again to see if we prorate to compensate for the short months. We would take the \$75.00 for a full month and divide it by the number of active days. The numbers reflected that especially at Burton Wells. The people seem to be holding back and are expecting a big jolt in September when there is a full month. To correct that, we would like to bring that forward.

Motion/Recommendation: It was moved by Ronald Campbell and seconded by Tom Ertter that the \$75.00 after school fee be prorated for the "short" months as present by Joe Penale be accepted. Tom asked if there was any cost incurred during the "short" months. Joe replied that we do not operate during those short months. The motion was approved unanimously.

D. AFTER SCHOOL LATE FEE

The after school is open until 6:00 PM. We expect the parents to pick the kids up at 6:00 or before. For the last five to seven years, we have been charging a \$1.00 per minute per child. We would like to continue doing this. It really wakes up the parents to get there on time.

Motion/Recommendation: It was moved by Ronald Campbell and seconded by Tom Ertter that the \$1.00 per minute per child late fee for the after school program as present by Joe Penale be accepted. The motion was approved unanimously.

5. STATE TOURNAMENT REVIEW / WORLD SERIES UPDATE

Shannon Loper presented the update. She said the Dixie Boys State Tournaments were held as follows: Junior Boys were held in Bluffton with the Dixie Boys in Beaufort. The Junior Boys that won the State also went on to win the World Series. For the tournaments we took in \$37,000 with the expenses being \$17,000. We also bid on the 2014 Dixie Boys World Series to be held in Bluffton. We are competing against Louisiana and the bid was submitted this morning. We should know something by October. In September, October, and November we will be holding Triple USA tournaments at Oscar Frazier. Everything is moving along real good.

We have a new company for the soccer uniforms. Unfortunately we didn't get in until the last minute; we are going factory direct with this company. The cost was the same for each player and the uniforms are three times as nice. Each team will be a different color. We expect the uniforms to be in either today or tomorrow. We sent out an e-mail to the coaches letting them know about the delay and the reason. Arthur thanked Shannon for all she does for PALS.

Shannon presented a clip of the World Series tournament. We are still getting e-mails from people wanting to purchase the cd. The volunteers were great this year. Bruce mentioned that he has had received great comments about our facilities.

B. PROJECT UPDATES

Joe gave the presentation. We opened the Coursen-Tate Memorial Park and have been using it for football and soccer practices. The first football game will be September 8th and the field is being lined as we speak. The other project is the Michael C Riley lighting. Muscoe won the bid again and the same person is going to do it that did the field. The contract has been signed, sealed, and delivered. They should be starting any time now.

COMMITTEE REPORTS

There were no Committee reports at this time.

PALS 2013 MEETING SCHEDULE

Arthur said he had a list of meeting dates for 2013 -- March 7th, June 6th, September 5th, and December 5th. If at any time we need to have a called meeting that can be done also. These dates were approved and will be sent to Council.

EXECUTIVE SESSION

The executive session was called to discuss property acquisition, football weight problems and personnel. Upon returning from the executive session, the consensus was that we need additional information before dealing with the property situation. We will continue discussion and hope to resolve it in the near future. There was a motion to reconvene the Advisory Board meeting.

MEETING/ADJOURNMENT

There were no further concerns that needed to be addressed at this time. Arthur thanked everyone for attending the meeting. The next Board meeting will be held on December 6, 2012 at 2:30 PM at the Beaufort Industrial Village, Bldg 2 in Beaufort, SC. The meeting was adjourned at 3:51 PM.