

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

Conference Room
Beaufort Industrial Park, Building 102
Thursday, March 7, 2013
2:30 PM

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- Board Members Present:** Arthur Middleton, Chairman
Ronald Campbell
Tom Ertter
Mike Manesiotis
Al Stern, Vice Chairman
Bruce Yeager
- Board Members Absent:** Chuck Culpepper
Gregory McCord
- Staff Present:** Joseph Penale, PALS Interim Director
Kerry White, PALS Recreation Supervisor
- Guest Present:** Alan Eisenman, Finance Department
Shannon Loper, Finance Department
Morris Campbell, Community Services Department
Steve Clavel, Bluffton Youth Sports
Juanita Singleton-Frasier, Circle of Hope

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 DECEMBER 6, 2012 MINUTES

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

PUBLIC COMMENT

Mr. Steve Clavel, Bluffton Youth Sports (BYS), stated that last year the BYS five fall baseball teams were charged to use PALS fields. Based on the PALS fee schedule, it states that there is no fee charged for youth sports; however, PALS does charge for a youth team that is not participating in the program. He indicated that BYS is the youth sports program for the Bluffton area. He is asking that PALS not charge the BYS teams this year. Arthur said the Board would consider this request and get back to BYS.

PALS INTERIM FINANCIAL STATEMENT

The January Interim financial statement was presented by Alan Eisenman, Finance Department. The General Fund Revenues were \$294k while the Expenditures were at \$1.77M. When we compare that to this time last year our revenues were \$301k and our expenditures were \$1.74M. The Special Revenue Funds (which have restrictions as to how they can be spent) are as follows: PALS Capital Program - \$41k Fund Balance, PALS Impact Fees - \$2.22M Fund Balance, State PARD Grants - Zero Fund Balance, Summer Nutrition Program - \$14k Fund Balance, YMCA Donations - Zero Fund Balance, Special Events - \$43k Fund Balance. We've also added the Del Webb Boat Ramp Fees which has a \$510 Fund Balance. These funds have to be spent on boat ramps. The Special Revenue Funds Impact Fees are as follows: Daufuskie - \$483 Fund Balance, Bluffton - \$1.38M Fund Balance, Port Royal - \$4k Fund Balance, Lady's Island - \$1.5k Fund Balance, St. Helena - \$838k Fund Balance. These reports are unaudited and can be located at the following website:

CIRCLE OF HOPE UPDATE

Juanita Singleton-Frasier thanked the Board for allowing them to use the Green Street gym. They just started an after school program with The Learning Key who come in on Tuesdays and Thursdays. They still have the double dutch program and open gym going on. The karate program is continuing to grow. They hope to have their community garden with a little over an acre of land being donated by one of their Board members up and running in the next month or so. The Carolina Cowboys is interested in bringing in an equestrian program for the children. They hosted a cookout in November to expose the children to horses. They are looking forward to the pool reopening and get lessons for the kids who do not know how to swim. They would love to have Clarissa Douglas back at the center. She was transferred to another center. COH asked if they could flex her time between the two centers to help out with their programs.

INTERIM DIRECTOR REPORTS

A. PROGRAM UPDATES

1. Aquatics -The pools had the following participation numbers for December, January, and February respectively: Battery Creek – 647/590/758; Beaufort – 842/590/1011; Bluffton – 2533/2606/2535; Lind Brown – seasonal. TOTAL PARTICIPATION – 4022/3766/4304. We also have the following going on: Lifeguard Certification at Beaufort on April 1-4, and 10-14, Beaufort County High School Swim America on April 6 at Battery Creek, Open Water Safety Class May 9-10, Relay for Life May 17, and our first summer swim lessons are June 11. This is Learn To Swim month.
2. Spring Sports Participation - Numbers as of March 5, 2013. Soccer – North of Broad River had 456 in 2012 and 437 for 213. South of Broad River had 945 for 21012 and 965 for 2013. We are down 19 in Beaufort and up 20 in Bluffton. Youth Baseball (Beaufort Only) had 593 in 2012 and 498 in 2013. Youth Softball (Beaufort Only) had 86 in 2012 and 117 in 2013. These numbers do not include the Dixie Boys as their registration period is held later.
3. Basketball District & State Tournaments -We hosted the Basketball District tournaments this past weekend. We ended up with our 11-12 boys being the District runner ups and the 11-12 girls were the District runner ups. This weekend we are hosting the State tournaments.
4. World Series - The Dixie Softball 11-12 World Series will be held the last weekend in July in Bluffton. The games will be televised which is will be the first time in the history of the Dixie Softball World Series that everyone will be able to watch the games on the Internet.
5. A-Tax - We will be applying for the A-Tax through the Town of Bluffton by the end of this month.
6. Marketing/E-Mails Blasts/Sponsorships – Marketing Display Boards have been placed in several locations throughout the county. These have tear off sheets of information available and are re-useable.

Our current levels of sponsorships are as follows:

SPRING SPONSORSHIP 2011 - 2013						
	Team Sponsor \$300	Banner Sponsor \$300	Team/Banner Sponsor \$500	League Sponsor \$900	Corporate Sponsor \$2,500	Seasonal Total
2011	\$5,700	-	-	\$1,800	\$5,000	\$12,500
2012	\$5,100	-	\$500	-	\$2,500	\$8,100
2013	\$1,200	-	\$1,00	\$1,800	\$5,000	\$9,000
Still receiving and seeking sponsors for Spring 2013						
Totals	\$12,000.00		\$1,500.00	\$3,500.00	\$12,500.00	\$29,600.00

We are asking that the Board reconsider what is covered under sponsorship. The following motions were made by Mike Manesiotis and received unanimous approval:

1. Sports Sponsorship – Base sponsorship on number of teams being sponsored.
2. Corporate Sponsorship - \$2,500 for first 50 teams corporate sponsoring. \$350 for every 10 teams after that (same corporation sponsoring). Name/logo also to be placed on one leg of shorts. Currently charging \$2,500 for name and/or logo on the front of all shirts in all leagues for baseball, softball, or soccer league.
3. E-Mail Blast Sponsorship - \$400 per e-mail blast. There would be three blasts—one announcing the beginning of registration, halfway through the registration period announcing there are only two more weeks of registration left, and a third blast announcing the final week of registration. For example – This e-mail blast brought to you by (corporation name/logo).
4. Summer Camp Sponsorship – We currently charge \$400 for corporation name/logo on the back of shirt. We want to be allowed to charge \$600 for each sleeve of sponsorship.

B. PROJECT UPDATES

1. Buckwalter Regional Park and Recreation Center – We are looking at Phase II of the Rec Center portion. We have a set of plans from another entity that are only conceptual. We have an engineer from Building Codes working on an estimate to reflect an actual estimate per square foot so we have an idea of what we are talking about. We have \$1.38 million in Impact Fees available.
2. Wesley E. Felix Complex (St. Helena Ball Park) - We would like to replace the existing playground, block restroom and concession with new playground, restroom, and concession. We have \$800,000 in Impact Fees available.
3. M. C. Riley Lights – We had some problems with the leakage of the lights on the third field. The Town has approved the lights as they are and we should be able to start using them next week.
4. Bluffton Recreation Center - We are going to open up the back of the gym to have access to the restroom from the football field. The Purchase Order has been issued and it is a design build. We should be completed by the middle of April.
5. Pool Resurfacings - We have a quote for the resurfacing of the Battery Creek and Beaufort pools for under the \$80,000 that we have in budget. It is going to the Public Services Committee.
6. Burton Wells Entrance – We are redesigning the entrance way to give us a little more safety and control of people coming in and out. The purchase order has been issued to the architect and he is proceeding with the development of the final design. Tom Erter asked about updating the signage for the Burton Wells on Joe Frazier Road.

PROGRAM COMMITTEE REPORTS

1. Online Registration - Shannon indicated that last week a meeting was held with Alan from Finance, Maria from Treasurer's Office, JoAnn from MIS, herself, and BB&T. BB&T is the bank for Beaufort County and they offer a program where we can do online registration with them. What we are looking at is having MIS create a form where you would go in, complete your form, hit submit and the registration form will come to PALS registration at bcgov.net. Then there will be a button that will redirect you to a BB&T banking site. There will be a "spirit store" where you go into either a baseball registration, soccer registration, football registration, etc. It will drop down into a shopping cart and you check out. At the end of the day we will get a printout of who has paid so we can compare them to our registration forms. It is a free service. It is not going to cost us anything other than the credit card fee which they pay for now when they come in anyway. We are going to start with Summer Camp and After School registration. We also want to eventually add our field and facility rentals. We already have our calendars online. The question was asked about medical release being signed. They just have to check the appropriate box indicating they agree.
2. Coaches Certification – We mistakenly left out the \$20,000 for this certification out of the budget. Since then we have been looking at ways to offset the cost. One way would be to have a jamboree at the beginning of each season. We would charge for the event and have all the money go back into the certification of the coaches. Tom said the discussion with the Program Committee has been that we would be starting from square one or with something that hasn't been enforced for a while. To do it right we need to bring someone to our site and cover their

cost. The discussion going forward is as this would be an annual renewal the coaches should keep up their certification on their own.

BUDGET

The budget this year is basically the same as last year with two major changes. Pools have \$42,000 less than last year because in 2013 we are resurfacing two pools whereas in 2014 we are only resurfacing one pool. There is one item missing and that is coaches training. The Budget Committee approved adding \$20,000 for coaches training. Account 63316 would go up \$20,000. Money has been moved around but the bottom line budget only has those two changes.

Mike said he was concerned about having to vote on a budget knowing that the audit hasn't been completed and we don't know the impact those results could have on the budget. Morris explained that the audit report wouldn't have that much of an impact on this budget considering where we stand financially. The audit report is in the final stages as far as being produced and presented to this Board and County Council at the same time. The instructions we received were to plan our budget on a flat budget. If there are some changes needed we would put them in there but with the clear understanding that we will make it work one way or another. Mike was concerned because sometimes once it leaves the Board's hand it doesn't come back to them. In other words it goes to the Finance people in County and they make their adjustments as they see fit. We could put something specific in there but whether it gets passed or not, we have no control. Morris said there are two public areas prior to a final approval on the budget. The budget is worked through administration, goes to a committee, but it does not come back to your committee as far as being able to add or delete something. It is based on needs and available resources. Tom asked that the Board have an opportunity to look at the budget again based on the reports of the audit. Morris said they hoped to have the audit reports within the next 30-45 days.

MOTION: Mike Manesiotis made the motion to increase the pool subsidy for the Island Recreation Center by \$40,000 for fiscal year 2014. This motion is based on the increase in the participation numbers. The motion was seconded by Al Stern. The motion was approved unanimously by the Board,

MOTION: Al Stern made the motion to approve the budget as amended with the addition of \$20,000 into department #63316 for coaches training and \$40,000 in department #63312. Mike Manesiotis seconded this motion. It was approved unanimously.

Mike thanked Shannon for all her work with streamlining the budget to make sure everything was in the right place. Shannon gave everyone the new organization codes to replace old codes.

FACILITIES COMMITTEE

We would like to realign the center hours for the Port Royal and Charles Lind Brown Centers. Port Royal would be open from 3:00 - 6:00 for the public. Charles Lind Brown would open from 2:00 – 8:00 for the public. We would still be open on Thursdays for the art program. We would open for any requested rentals for these two centers. We would still have our Senior programs at these centers. This would be year round with the exception of the summer camp program.

MOTION: Tom Ertter made the motion to accept the changes of the staff as it relates to the change in hours at Port Royal and Charles Lind Brown. It does not impact any PALS scheduled programs but just basically walk-ins based on the current numbers. This can be revisited if the demand should change. This was seconded by Al Stern and approved unanimously.

EXECUTIVE SESSION

The executive session was called to discuss property acquisition. Upon returning from the executive session, the consensus was that we no longer wanted to pursue the acquisition of the property. Arthur will instruct the PALS secretary to send a letter to the parties concerned that we are no longer interested in this property. 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 and wished them a good holiday season. The next Board meeting will be held on June 6, 2013 at 2:30 PM at the Beaufort Industrial Village, Bldg 2 in Beaufort, SC. The meeting was adjourned at 3:34 PM.