

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

Conference Room  
Beaufort Industrial Park, Building 102  
Thursday, September 1, 2011  
2:30 PM

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**Board Members Present:** Arthur Middleton, Chairman  
Ronald Campbell  
Chuck Culpepper  
Terry Dingle  
Tom Ertter  
Mike Manesiotis  
Norman Varnes

**Board Members Absent:** Al Stern, Vice Chairman

**Staff Present:** Joseph Penale, PALS Co-Director  
Amy Matthews, PALS Office & Marketing Manager  
Denise Hamrick, PALS Administrative Assistant

**Guest Present:** Morris Campbell, Community Services Director  
Alan Eisenman, Finance Department  
Shannon Loper, Finance Department  
Courtney Fain, Coastal Community Foundation  
Edna Crews, Coastal Community Foundation  
George Stevens, Coastal Community Foundation

**CALL TO ORDER**

Arthur Middleton, Chairman of the Advisory Board, called the meeting to order at 2:32 PM.

**APPROVAL OF APRIL 7, 2011 AND JUNE 2, 2011 MINUTES**

The minutes from the April 7, 2011 and June 2, 2011 Advisory Board meeting were unanimously approved.

**PUBLIC COMMENT**

Tom Ertter introduced members of the Coastal Community Foundation. Tom said the Program Committee had met several times and was ready to go ahead with the recommendation that the Board endorse moving forward under the Coastal Community Foundation's guidance. This venture would be something outside what the Advisory Board does. The foundation would be looking at the needs throughout the county for youth athletics. The Board would have to be established; the mission and everything else will have to be developed. The good news is we have an organization here that wants to share their background and get us up and running very quickly. George Stevens stated that Coastal Community Foundation is a non-profit organization that helps connect charity minded people (donors) to causes that matter within the community. They have partnered with county and city governments within a variety of situations. As a nonprofit when people contribute to us they get a tax deduction with CCF in partnership with the receiving organization administer a fund with documentation on how decisions are made so that the cause can be supported. With PALS the idea is that we would help PALS provide funding for youth athletics throughout the

county and some of that funding would go to directly assist the programs the county may want to support. Donors would contribute to this fund out of their interest in helping youth development. We've found that youth development is one area that donors greatly support. Coastal Community Foundation founded in 1974 in Charleston by the Rotary Club with a gift of \$9,000. That \$9,000 has grown with additional gifts and people getting involved to \$154M that we administer for the good of the community. Each year we distribute \$14-15 million back into the community that comes from the interest earned on those funds. Our staff is involved with working with nonprofit organizations and we have developed an expertise in working with nonprofit organizations. We manage and administered the Beaufort organizations/funds last year. The Beaufort fund last year gave to over 41 organizations. Edna, as the Regional Vice President, goes to those organizations to help them get organized and become more effective in the job they do. She would be the local representative in CCF to help PALS in their effort to augment youth athletics, youth development, and youth engagement in the community. In her role with CCF she is interested in how do we make charitable giving more effective in our region. Courtney backs up Edna in that she creation of fund agreement—the detail documentation on how the funds that are accumulated in the foundation are distributed back into the community. The idea is to create an advisory group that would be managed by CCF to make sure that the needs of the community are realized, recognized, and attended to by funds raised by some kind of Friends of PALS group. Mike asked for examples of whom they represent. Edna said CAPA, CODA, Friends of Caroline Hospice. Tom stated that there is nothing like this in the Lowcountry. Al asked what are some of the ways they attract donors. The response was that often times people will contribute to a booster club or the club directly but there is not necessarily the charitable tax advantage that there is when you contribute to CCF. Often times they find us. Courtney can help us to figure out ways to tap into the general giving in the community.

Arthur mentioned that Bob Anderson is the one who did all the leg work that came up with this idea. We have heard the presentation and have an excellent idea. Mike made the motion that PALS Advisory Board support moving forward with Coastal Community Foundation in an effect to develop a separate nonprofit organization with a separate Board representing our entire county with the primary focus around supporting our youth and athletics to basically fill the void that we can't do ourselves. The motion passed unanimously. Tom said that now this has passed, we need some help to build the Board, nothing too small or too big—about five people. People have a passion for this and more importantly it is a connection in the community.

#### **PALS INTERIM FINANCIAL STATEMENT AS OF JUNE 30, 2011**

Alan Eisenman, Beaufort County Finance Department, presented the PALS Unaudited and Preliminary Financial Statement as of June 30, 2011. Finance is in the process of closing out fiscal year 2011 and within a couple of weeks will have everything closed out. It is important to note that PALS is included with the countrywide audit and we will be releasing the CAFR around the November timeframe. For FY11 the General Fund revenues are about \$650k that is an increase of about \$174k from our original budget. Our expenditures are about \$3.44M that is 99% of our budget. A good way to compare this year to last year is to look at FY10 where our revenues were about \$570k then so our revenues increased about \$81k from previous year. For FY10 our expenditures were at \$4.1M and 94% of budget. Our Special Revenue Funds have to be used for a special designated area or purpose. The fund balances which are of special notice are: PALS Capital Program - \$1k, PALS Impact Fees - \$2.8M, State PARD Grants - zero fund balance, Summer Nutrition Program - \$20k and YMCA Donation - \$1k fund balance. The Special Revenue Funds Impact Fees fund balances are as follows: Daufuskie - \$483, Bluffton - \$1.38M, Port Royal - \$182k, Lady's Island - \$431k, and St. Helena - \$802k. These financials are posted on the Internet under the Finance Department's web site and are available for viewing at any time at [bcgov.net/departments/administration/finance/financial reports/fiscal year 2011/fourth quarter/PALS financials](http://bcgov.net/departments/administration/finance/financial%20reports/fiscal%20year%202011/fourth%20quarter/PALS%20financials).

#### **DIRECTOR'S REPORT – JOE PENALE**

**Aquatics:** The pools had the following participants for June and July respectively: Battery Creek – 615/987; Beaufort – 1,207/1,352; Bluffton – 1,905/1,686 and Lind Brown – 3,689/2,166. Total pool participation for June was 7,416 and for July it was 6,082. The Lind Brown (Green Street) pool will be closing September 5<sup>th</sup> for the winter. The numbers drop in Bluffton a little bit in the summer because the competitive team swims at Shell Hall instead of the Bluffton pool. We have swim lessons ongoing at all three pools. High school swim teams are using the pools and

host a meet on September 24<sup>th</sup> at the Beaufort Pool. We have an aerobics class at Battery Creek. We gave a WSI course in August at Lind Brown. We are in the process of hiring a Pool Manager, WSI, and part-time lifeguards.

**Athletics:** Shannon Loper gave a presentation on the World Series. We all had fun at the World Series. The North Carolina team ended up winning. We don't have all the expenses; however, what we did bring in was \$6,200 in concessions, \$18,000 gate sales, and \$5,000 in T-shirt sales for a total of \$29,546. We had great family participation. Terry Dingle on behalf of the Advisory Board thanked Shannon for the great job she did coordinating the World Series.

Fall Sports participation numbers all increased by 16.75% from 2010 to 2011 – Cheerleading had a 112%, Football had a 12% increase, and soccer had a 13% increase.

We had a skateboard demonstration presented by Tony Hawk on August 25<sup>th</sup>. There was a great turnout. There were several slides showing the presentation.

**Recreation Centers:** We offer the following at the recreation centers: Bluffton: After School, SoGo Goshin-Do; Buckwalter: Open Gym; Burton Wells: After School, Family Slide Dance, Tae Kwon Do, Fitness Room, Open Gym, Racquetball; Dale: Senior Program; Lind Brown: Various Meetings, Family Slide Dance, Open Gym; Port Royal: After School, Senior Program; Scott Center: Senior Program; and St. Helena Gym: Outdoor Basketball. The community centers are open for rentals. Our After School program has the following: Burton Wells - 40, Port Royal – 34, and Bluffton has 53. Mike said he read in the newspapers a couple of weeks ago that hours were going to be reduced. He wanted to know if this was because of staff or what. Joe said staff and also that the hours reduced were hours of very little use. For example at Buckwalter we were getting very little use in the early morning hours. The question was asked if we were able to accommodate all the after school requirements. Joe said he thought there was a small waiting list in Bluffton. Some interest has been shown for the Lind Brown Center but so far we do not have enough kids to open that center for After School.

**Project Updates:** Lady's Island Park – Several slides were shown. The outfield grass is moving along on field #1; however, field #2 was held up because it took about two months to obtain permits. They have started to cut down the trees where the second field is going to be. Buckwalter Regional Park - I don't think we're going to be on the soccer field at Buckwalter until soccer program next fall. The soccer field at Buckwalter is moving along. They are filling between the two existing soccer fields, skate park and the rec center and they have to go down 30 feet for the lights that are going in so it is pretty expensive. Burton Wells Phase II - The amount of dirt that they have moved in the short amount of time is unbelievable. The completion for this is they want to be out of there by Christmas. There were several slides showing the various progresses completed so far. The other thing we have been kicking around and would like to move forward with is a storage building for the athletic equipment. We plan on placing it next to the existing rec center of Burton Wells near to the two buildings currently there.

## **STANDING COMMITTEE REPORTS**

**Program / Finance Committee** – Joe went over the registration process again to make sure we had improved since the last time. He said it is much improved from the last time. We did run into some problems in that even though we had them put sizes on the registration form and have the parents initial it the parents still put the wrong sizes on there. So that leads us to request permission to put a \$10 exchange fee. Also we would like to cut the refunds at one week after late registration. The kids are dropping out of the program before the season starts. We've already ordered the uniforms and are stuck with the uniforms and yet we have to give a 75% refund. We would also like to give a 75% refund with a doctor's excuse before the first game. The last thing is we would like to start reserving the racquetball courts at \$5.00 an hour for one racquetball court at a time. We've been getting complaints from the Sun City group because they drive over here to play only to find there are no courts available. Tom mentioned that there are several different sizes of basketball uniforms available for the kids to try on.

Terry Dingle made the recommendation and motion to accept the request for the \$10.00 uniform exchange and the racquetball court reservation for \$5.00 per hour per court. It was seconded by Tom Ertter. They were approved by a 7 to 0 show of hands by the Board.

Mike said that the Finance Committee had not met and since Al was not here today they did not have anything to report on. However he did have one question. He mentioned that when watching County Council meeting that Gary Kubic asked Dave Starky about the independent countywide audit being done by the county. Mike wanted to recommend that a similar audit done by PALS so we would know where the monies are being collected and where they are being spent. This would help us with our budget process. Allen clarified that Stormwater is an enterprise fund and is different from PALS within the general fund. They were getting a feel for where the Stormwater stood based on the 10-year plan which started in 2001. PALS is included with the annual county audit along with all the other departments as a whole. Mike asked if it would be possible to get a copy of that audit and get a breakdown of what PALS has received and spent. Allen said he didn't think it would be possible to breakdown things that far. Mike said that any information Finance could supply us with would help. Allen said those numbers would be available around the November timeframe.

### **QUESTIONS /CONCERNS**

Arthur said he had a list of meeting dates for 2012 -- March 1<sup>st</sup>, June 7<sup>th</sup>, September 6<sup>th</sup>, and December 6<sup>th</sup>. 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.

Robert Anderson has resigned and Council is working on getting a replacement for him.

There were no further questions or concerns.

### **MEETING/ADJOURNMENT**

Arthur thanked everyone for attending the meeting. The next Board meeting will be held on December 1, 2011 at 2:30 PM at the Beaufort Industrial Village, Bldg 2 in Beaufort, SC.

The meeting was adjourned at 3:19 PM.