

**Richland County Recreation Commission
Regular Board Meeting Minutes
Monday, October 17, 2011**

Commissioners in Attendance:

J. Marie Green, Chair
Barbara Mickens, Vice Chair
Wilbert Lewis
George Martin
Weston A. Furgess, Jr.

RCRC Staff in Attendance:

James Brown, III
Kenya Bryant
Curt Wilson
Ronnie Kinnett
Tony Cooper
David Stringer
Comilla Sampson
Leigh Cheatham
Andrea Fripp
Cornelia Watts

Others in Attendance:

James Bridgett, Jr., Consultant/Parliamentarian

1. Call to Order:

J. Marie Green, Chair called the meeting to order at 6:00p.m.

2. Adoption of Agenda: (Action)

Motion to adopt the agenda made by Commissioner Furgess and second by Commissioner Mickens. Motion approved unanimously by all members present; Green, Furgess, Mickens, Lewis and Martin.

3. Approval of Minutes: (Action)

Motion to approve the minutes from September 26, 2011 meeting made by Commissioner Furgess and second by Commissioner Lewis. Motion approved unanimously by all members present; Green, Furgess, Lewis, Mickens and Martin.

4. Public Input:

No Public Input

Chair Green addressed Mr. Brown stating that she has learned it is not how big you think you are, but it matters when others think that you are big. Ms. Green stated that based on her experience of Mr. Brown's leadership style, value of fairness and attitude towards the community, the outcome has been positive feedback. Ms. Green stated that on behalf of the Board, they would like to congratulate Mr. Brown on having been inducted into the prestigious Benedict College Hall of Fame.

5. Financial Report:

Mr. Curt Wilson, Business Systems, reported that the first quarter is now completed and we are within our budget guidelines. Mr. Wilson stated that cash flow is on track and Management does not foresee any problem at this time getting through our low revenue months that we are entering. Mr. Wilson reported that the Commission received an additional \$7102.00 that went into our capitol project fund, which is the last of the money from the first \$10 million dollar bond. Other funding received in the first quarter as follows: \$16,642.00 from the Foundation (\$5000 Challenger Football Grant, \$2550 for special events, \$2475 Camp Sunshine, \$750 Gadsden and \$5867 Gardening Grant). Mr. Wilson stated that in his report last month that the audit would be presented tonight,

but due to a scheduling conflict with the auditors and the completion of the Foundation audit, the presentation will be made at the November meeting. Mr. Wilson stated that last year a few Board members mentioned that they would like to have a pre-briefing of the audit prior to the formal presentation. Mr. Wilson asked if the briefing could be scheduled the week of November 14th. Commissioner Furgess presented the idea of a pre-briefing at 4:30p.m. on November 21, 2011, the day of the Board Meeting. Board members agreed and Mr. Wilson advised that he would check with the auditors and confirm.

Mr. Wilson reported that revenue at LinRick is 12.2% above last year but still \$40,000 below where they were two years ago. Mr. Wilson stated that last year was not a good year for LinRick but they have been working hard to turn things around.

Chair Green asked for clarification on the \$7102 in the capital fund. Mr. Wilson explained that on the \$10 million bond that we received first, the Richland County Treasurer thought that it was closed out, but when they were doing their audit, they found that there was \$7100 still there, which Mr. Wilson stated was probably interest money.

6. Bond Construction Update: Information

Mr. Ronnie Kinnett, Property Management, reviewed Bond Construction Update included in the Board's package.

Chair Green questioned the completion of Crossroads. Mr. Kinnett explained that substantial completion means that the contractor is 95% complete on the building. Mr. Kinnett explained that the majority of the building is completed but we still have to go through DHEC, get it furnished, and get the water system certified.

Mr. Brown stated that the St. Andrews building is up and everyone should go by and take a look because it looks great.

7. Policy Updates: (Action)

Mr. David Stringer, Human Resources, reviewed the updates to the Records Retention Policy included in the Board's package. Mr. Stringer explained that as the policy states, the agency complies with the South Carolina Public Records Act and as part of that compliance we have developed record retention schedules for all of our records. Mr. Stringer stated that the South Carolina Archives and History has approved our schedules and the final part is Board approval.

Motion to accept the Records Retention Policy as presented by the administration made by Commissioner Lewis and second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Lewis, Furgess, Martin and Mickens.

Mr. Stringer reported, as a follow-up to the backgrounds check policy, that the subcommittee met and decided to get input from the community and after input, will bring the policies back to the Board for approval.

8. Executive Director Report: (Information)

Mr. Brown, Executive Director, reported agency updates as listed on handout to Board.

9. Other Business:

No other business.

10. Executive Session

No items for Executive Session

Motion to adjourn meeting made by Commissioner Furgess and second by Commissioner Mickens. Motion approved unanimously by all members present; Green, Furgess, Mickens, Martin and Lewis.

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Recorded By: Cornelia Watts

11. Adjourn

The meeting adjourned at 6:25p.m.


J. Marie Green, Chair

Minutes approved on this 21 day of November 2011.