

**Richland County Recreation Commission  
Special Call Board Meeting Minutes  
June 15, 2017  
5:30PM**

**Commissioners in Attendance:**

Thomas Clark  
Lisa Cotten  
Robert Lapin  
Cynthia Shepard  
Donzetta Lindsay  
Stephen Venugopal  
Jermaine Johnson, Sr.

**RCRC Staff in Attendance:**

Tara Dickerson  
David Stringer  
Cornelia Watts

**Others in Attendance:**

Mayor Bob Coble, Interim Parliamentarian  
Attorney Pamela Baker

**1. Call to Order:**

Commissioner Clark called the meeting to order at 5:30p.m.

**2. Adoption of Agenda:**

**Motion to adopt the agenda made by Commissioner Cotten and second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Johnson, Venugopal, Lapin, Cotten, Lindsay and Shepard.**

**Motion to review by-laws and made necessary changes made by Commissioner Johnson, second by Commissioner Lindsay. Motion approved unanimously by all members present; Clark, Johnson, Lindsay, Venugopal, Cotten, Shepard and Lapin.**

**3. Commission By-Laws Work Session:**

Tara Dickerson, Chief of Staff, introduced Attorney Pamela Baker with the McNair Law Firm to assist in the decision making regarding the by-laws. Ms. Dickerson stated that Attorney Baker's expertise is in Boards and by-laws.

Attorney Baker gave general background information about her involvement with boards, policy and by-laws.

**WORK SESSION**

Attorney Pamela Baker left meeting at 7:25p.m. after work session.  
Commissioner Venugopal left meeting at 7:25p.m. after work session.

**4. Executive Director Search Work Session**

Commissioners reviewed job description for the Executive Director.

**WORK SESSION**

**Motion to start the national Executive Director Search using staff's recommendations for job description and recruitment process made by Commissioner Shepard, second by Commissioner Johnson. Motion approved unanimously by all members present; Clark, Shepard, Johnson, Lindsay, Lapin and Cotten.**

**Motion to accept the draft advertisement presented by staff for the Executive Director's position made by Commissioner Cotten, second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Cotten, Lapin, Shepard, Lindsay and Johnson.**

Motion to run Executive Director Advertisement from June 19, 2017 through July 31, 2017 made by Commissioner Lapin, second by Commissioner Shepard. Motion approved unanimously by all members present; Clark, Lapin, Cotten, Shepard, Lindsay and Johnson.

Motion to adjourn meeting made by Commissioner Shepard and second by Commissioner Lapin. Motion approved unanimously by all members present; Clark, Lindsay, Cotten, Lapin, Johnson and Shepard.

**5. Adjournment**

Meeting adjourned at 7:54p.m.

  
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Thomas Clark, Chair

Minutes approved on this 18<sup>th</sup> day of September 2017.