

BOARD OF COMMISSIONERS

Lisa Cotten, Chair
Robert Lapin, Vice-Chair
Donzetta Lindsay, Secretary
Thomas Clark
Jermaine L. Johnson, Sr.
Stephen Venugopal



ADMINISTRATIVE OFFICE

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**Richland County Recreation Commission
Regular Board Meeting Minutes
December 16, 2019
6:00PM**

Commissioners in Attendance:

Lisa Cotten
Robert Lapin
Donzetta Lindsay
Thomas Clark
Stephen Venugopal

Others in Attendance:

Bob Coble, Parliamentarian
Lawrence Flynn

1. Call to Order:

Commissioner Cotten called the meeting to order at 6:02p.m.

2. Adoption of Agenda:

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

3. Minutes:

Motion to approve minutes from November 18, 2019, Regular Board Meeting and November 25, 2019 Special Call Board Meetings made by Commissioner Venugopal and second by Commissioner Clark. Motion approved unanimously by all members present; Clark, Lapin, Lindsay, Venugopal, and Cotten.

4. Public Input:

None

5. Financial Report:

Brandy James, Chief Financial Officer, presented financial reports included in the handout and answered questions.

6. New Business:

None

7. Other Business:

Executive Director Report:

- Ms. Watson presented updates to Policy No. 14035 Hours of Operation for approval.

Motion to amend Policy No. 14035 Hours of Operation made by Commissioner Clark, second by Commissioner Lapin. The motion was approved unanimously by all members present; Cotten, Clark, Lapin, Lindsay and Venugopal.

- Ms. Watson presented updates to Policy No. 9040 Postage for approval.

Chair Cotten requested adding that the postage machine will only be used for official Richland County Recreation Commission mail.

- **Motion to amend Policy No. 9040 Postage and add Chair Cotten's request made by Commissioner Lapin, second by Commissioner Lindsay. Motion approved unanimously by all members present; Cotten, Lapin, Lindsay, Venugopal and Clark.**
- Ms. Watson presented Request for Waiver of Facility Fees from the Ridgewood Men Community Group for the use of Ridgewood Community Center.

Motion to accept Staff's recommendation of \$60 made by Commissioner Lindsay, second by Commissioner Lapin. Motion approved unanimously by all members present; Cotten, Lindsay, Lapin, Venugopal and Clark.

- Ms. Watson presented the Public Input Action from the November 18, 2019 Board meeting.

Motion to go into Executive Session to discuss legal, personnel and contractual matters made by Commissioner Venugopal, second by Commissioner Lapin. Motion approved unanimously by all members present; Cotten, Lapin, Venugopal, Clark and Lindsay.


8. Executive Session:

Chair Cotten stated that no votes were taken in Executive Session.

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

10. Adjournment

Meeting adjourned at 7:46 p.m.



Lisa Cotten, Chair

Minutes approved on this 27th day of January 2020.