St. Andrew's Parks Legacy Foundation
July 2026 Board Meeting Agenda

Minutes approved by the board on 10/26/2026

Date: July 27, 2026
Time: 6:00pm
Location: 1095 Playground Road, Charleston, SC 29407
Chair: Susan Klugman

Present (in person): Susan Klugman, Mike Eykyn, Nick Bianchi, Phil Macchia, and Carol Etheridge
Present (virtual): Joshua Singleton
Absent: Hannah Carter
Other: None

1. Call to Order:

The meeting was called to order at 6:02 pm by Susan Klugman.

2. Approval of Minutes:

Motion to approve minutes from the previous meetings held on April 28, 2026.

- Motion by: Mike Eykyn
- Seconded by: Carol Etheridge
- Outcome: The motion passed unanimously.

3. Financial Reports:

- March, April, May, and June of 2026
  - Draft copies of written financial statements were presented and no motion or vote was made. Final copies will be presented at a later date.

4. Updates from last meetings:

a. Firehouse Subs Grant
   - Joshua Singleton shared that we were selected for the Firehouse Subs Public Safety Foundation grant, which resulted in the acquisition of eight AEDs, cases, and accessories valued at $10,980. The equipment was fully funded by the grantor with no out-of-pocket costs to the foundation. He is also coordinating the distribution of a press release to generate public relations coverage.

b. Diabetes Prevention Program

- Joshua Singleton confirmed that all fourth-quarter reports and invoices for the Diabetes Prevention Program have been submitted, with a reimbursement of approximately $10,000 expected from the state.

c. Donor Management Software
   - Joshua Singleton shared that he successfully implemented Little Green Light for donor management, replacing the previous Excel-based spreadsheet system. This transition has improved the quality of record-keeping and the management of online donation pages.

d. Quickbooks Integration
   - Joshua Singleton shared that he acquired the nonprofit version of Quickbooks at a significantly lower cost than the commercial version. He and Susan Klugman are collaborating to integrate the older financial data and newer Little Green Light data with QuickBooks, a process requiring coordinated efforts between the two.

5. New Business:

a. Draft of Annual Budget
   - The annual budget for fiscal year 2026-2027 is pending. The budget process will be finalized once all financial data is fully integrated into the new QuickBooks system.

b. Adjustment of Scheduled Meetings
   - Joshua Singleton proposed adjusting the quarterly meeting schedule to better align with the annual budget and year-end planning. The objective is to move meetings to allow for budget presentation in May and formal approval in June. He will email the board with proposed dates for a digital vote.

6. Open Floor for Additional Items:

a. Scholarship program update
   - Joshua Singleton shared that scholarship allocations for the year have already exceeded $10,000, doubling the previous annual average of $5,000. Susan Klugman emphasized the need to incorporate an appropriate reserve fund (retaining 3-6 months of operating expenses) within the upcoming budget to balance scholarship disbursements with financial sustainability.

b. Golf Tournament
   - Joshua Singleton shared that the upcoming golf tournament will be managed entirely under the Legacy Foundation. The tournament is scheduled for October 19, 2026.

c. Grants
   i. Eldercare Trust Fund
   - Joshua Singleton shared that he applied for the grant for the upcoming year, but they noted that the approval decision is delayed until November due to a state deadline shift.

   ii. Bird's Nest Foundation
   - Joshua Singleton shared a draft of the video and explained that the final version will get emailed to donors, placed on the website, and posted to social media channels.

7. Next Meeting:

- October 26, 2026 at 6pm

8. Adjournment

Motion to adjourn

- Motion by: Mike Eykyn
- Seconded by: Susan Klugman
- Outcome: The motion passed unanimously.
- Meeting adjourned at 6:36