



**St. Andrew's Parks Legacy Foundation**  
3rd Quarter Board Meeting Agenda

**Minutes approved by the board on 01/26/2026**

Date: October 27, 2025

Time: 6:00pm

Location: 1095 Playground Road, Charleston, SC 29407

Facilitator: Susan Klugman

---

**Present (in person):** Susan Klugman, Joshua Singleton, Mike Eykyn, Nick Bianchi, Hannah Carter, Phil Macchia, and Carol Etheridge

**Present (virtual):** None

**Absent:** None

**Other:** None

**1. Call to Order:**

The meeting was called to order at 6:00pm by Susan Klugman.

**2. Approval of Minutes:**

Motion to approve minutes from the previous meeting held on August 4th.

- Motion by: Joshua Singleton
- Seconded by: Phil Macchia
- Outcome: The motion passed unanimously.

**3. Financial Reports:**

Motion to approve financial reports from August 2025.

- Motion by: Nick Bianchi
- Seconded by: Mike Eykyn
- Outcome: The motion passed unanimously.

#### **4. Updates from last meetings:**

- a. Directors and Officers Insurance
  - Joshua Singleton provided an update on the directors and officers insurance, stating that liability insurance is also needed, and fraud insurance is highly recommended. The board decided to revisit this item in January, as no immediate events are planned.
- b. Buy A Brick program
  - Joshua Singleton reported that the "buy a brick" program was restarted, but the response has been less enthusiastic than in the spring, with only nine bricks sold to date.
- c. Golf Tournament
  - Joshua Singleton announced that the golf tournament, held the previous Monday, was a success, generating \$7,249.80 in revenue. The Legacy Foundation secured \$4,250 in sponsorships through the Legacy Foundation, and all proceeds will be used for scholarships.
- d. Donations/Corporate Sponsors
  - Hannah provided an update on a silent auction of fitness equipment, which raised approximately \$565.
  - Joshua Singleton reported a \$600 corporate matching donation from Blackbaud, through an employee of Boeing, and expressed a desire to encourage more corporate matching programs.
  - Joshua Singleton announced a \$1,000 cornerstone sponsorship from the West Ashley Optimist Club and a \$2,376 from Kona Ice, both unrestricted funds.

#### **5. New Business:**

- a. Donations/Corporate Sponsors
  - Joshua Singleton announced a new \$5,000 donation from Ground Swell Capital.
  - Joshua Singleton reported on efforts to secure Beemok Hospitality Collection as a title sponsor for next year's golf tournament.
- b. Whistleblower Policy

Motion to approve the Whistleblower Policy.

  - Motion by: Phil Macchia
  - Seconded by: Hannah Carter
  - Outcome: The motion passed unanimously.
- c. Gift Acceptance Policy

Motion to approve the Gift Acceptance Policy.

  - Motion by: Mike Eykyn

- Seconded by: Carol Etheridge
  - Outcome: The motion passed unanimously.
- d. 1095 Campaign for Giving Tuesday
- Joshua Singleton proposed the "1095 campaign" for Giving Tuesday on December 2nd, with a goal of raising \$10,950. The campaign is named after the building's address, 1095 Playground Road.
- Motion to approve the 1095 Campaign.
- Motion by: Nick Bianchi
  - Seconded by: Phil Macchia
  - Outcome: The motion passed unanimously.
- e. Grants
- i. Coastal Community Foundation
    - Joshua Singleton reported that the Coastal Community Foundation grant for \$15,000 unrestricted funds will be determined in November.
  - ii. Eldercare Trust Fund
    - Hannah Carter provided an update on the Elder Care Trust Fund grant of \$10,000 for a free diabetes prevention program for individuals 60 and older, launching with a community health fair
  - iii. TD Bank Regional Grant
    - Hannah Carter reported The TD Bank regional grant for a diabetes prevention program was not awarded due to EIN qualification issues, but plans to reapply.
  - iv. Walmart Spark Good Grant
    - Joshua Singleton mentioned applying for a \$2,000 unrestricted Walmart Spark Good Grant for the James Island store, and is awaiting a determination.

## **6. Open Floor for Additional Items:**

- a. Nonprofit bulk mail prices with the USPS.
  - Joshua Singleton announced securing nonprofit bulk mail prices from USPS, a strategy that may take three to five years to see a return on investment but has been successful for similar organizations.
- b. Thank you cards to donors
  - Joshua Singleton announced the plan to send genuine thank you cards to all past year's donors, focusing on relationship building rather than immediate additional donations.

c. Scholarships

- Joshua Singleton noted the need to market the availability of scholarships more effectively on flyers and program information. They also plan to revamp the scholarship application process.

d. Quickbooks

- Joshua Singleton informed the board that QuickBooks is now being used for financial tracking, though it's the basic version.

**7. Next Meeting:**

- January 26, 2025 at 6pm

**8. Adjournment:**

**Motion to adjourn:**

- Motion by: Joshua Singleton
- Seconded by: Hannah Carter
- Outcome: The motion passed unanimously.