



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

**Minutes approved by the board on 04/28/2026**

Date: January 26, 2026

Time: 6:00pm

Location: 1095 Playground Road, Charleston, SC 29407

Facilitator: Susan Klugman

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

Present (virtual): None

Absent: Mike Eykyn

Other: None

1. Call to Order:

The meeting was called to order at 6:06 pm by Susan Klugman.

2. Approval of Minutes:

Motion to approve minutes from the previous meeting held on October 27, 2025.

- Motion by: Phil Macchia
- Seconded by: Carol Etheridge
- Outcome: The motion passed unanimously.

3. Financial Reports:

Motion to approve financial reports from September, October, November, and December 2025.

- Motion by: Joshua Singleton
- Seconded by: Carol Etheridge
- Outcome: The motion passed unanimously.

4. Updates from last meetings:

a. Directors and Officers Insurance

Motion to proceed with the lowest bid for coverage.

Motion by: Carol Etheridge

Seconded by: Nick Bianchi  
Outcome: The motion passed unanimously.

- b. 1095 Campaign for Giving Tuesday
  - Joshua Singleton reported on the 1095 campaign, which raised \$1,260, falling short of the \$10,950 goal. He suggested changing the strategy next year from focusing on a single day (Giving Tuesday) to a "giving season" spread out over November and December.
- c. Donations/Corporate Sponsors
  - Joshua Singleton shared updates on ongoing corporate donations, noting Blackbaud's corporate giving fund contributed about \$1,100 last year through the efforts of a volunteer baseball coach.
- d. Diabetes Prevention Program
  - Hannah Carter provided an update on the Diabetes Prevention Program, stating they are partnering with Healthy Plate Living after receiving a \$10,000 grant from the Elder Care Trust Fund. They are starting two cohorts and can cover the program cost for up to 20 people aged 60 and older through the scholarship grant, with 18 or 19 people currently qualifying.

#### 5. New Business:

- a. Disbursement & Payment Authorization Policy
  - Susan Klugman introduced the necessity of a Disbursement and Payment Authorization Policy in an effort to avoid any future potential conflicts of interest. The board discussed setting a threshold of \$1,000 which the entire board must vote on a disbursement. The policy will be revised to reflect this amount and then voted on.
- b. Grants
  - i. Bird's Nest Foundation
    - Joshua Singleton shared that the foundation was awarded a grant from the Birds Nest Foundation, which will create a high-quality, three to five-minute video about the Legacy Foundation, including its history with the commission, at no cost.

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

- a. Vision Statement
  - Joshua Singleton presented a vision statement: "To be a trusted partner and steward enhancing the parks and recreation opportunities of St. Andrew's parks and playground that enrich lives today while preserving resources for future generations".
    - Motion to adopt the vision statement.
    - Motion by: Nick Bianchi
    - Seconded by: Phil Macchia
    - Outcome: The motion passed unanimously.
- b. Donor Management Software

- Joshua Singleton reported on the need for a donor management software program to manage contributions and will begin looking at demos for software.
  
- c. Budget at next meeting
  - Joshua Singleton stated that he will present a draft of an annual budget and present it at the regular scheduled meeting in April.
  
- d. Scholarship program update
  - Joshua Singleton reported that the St. Andrew's Parks and Playground Commission completely revamped the application process to make it easier for people to apply. The new application is available in both English and Spanish.
  
- e. Donor wall at Family Fitness Plus
  - Joshua Singleton is working on ideas for a donation or memorial wall at the fitness center, similar to the brick selling initiative at Volunteer Park. He is researching implementation and consulted with colleagues with similar programs.

#### 7. Next Meeting:

- April 27, 2026 at 6pm

#### 8. Adjournment

Motion to adjourn:

- Motion by: Hannah Carter
- Seconded by: Nick Bianchi
- Outcome: The motion passed unanimously.