



**RECREATION DEPARTMENT  
MONTHLY REPORT  
November - December  
2010**

**STAFF:** Norma Jean Page, Recreation Director  
Karrie Ferrell, Assistant Director (programs)  
Ben Hull, Recreation Supervisor (athletics)  
Will McElheny, Recreation Supervisor (special events)  
Carol Keller, Community Specialist  
Miklos "Nick" Bako, Parks & Grounds Supervisor  
Shelia Redmon, Parks & Facilities Specialist

## **PROGRAMS & ACTIVITIES**

Karrie Ferrell

### **Auditions/ Acting**

Over thirty (30) people were cast in "Miracle on 34<sup>th</sup> Street." Participants rehearsed four (4) nights a week for two (2) months preparing for the debut. "Miracle on 34<sup>th</sup> Street" opened on Wednesday, December 8<sup>th</sup> at 7:00 p.m.; the performance ran four (4) nights and was sold out each night.

Youth and adult acting classes will be held on Wednesdays in January. The course will begin January 26<sup>th</sup> with youth class at 6:30 p.m. and the adult class at 7:30 p.m. The program will conclude with a performance presented by the two (2) classes.

"Peter Pan" auditions will be held on Tuesday, March 22<sup>nd</sup>; residents who have been bitten by the acting bug and interested in auditioning will need to register at the IOP Recreation Department. Jimmy Ward, Director.

### **Babysitting Course**

The next babysitting class will be held on Saturday, May 7<sup>th</sup>. American Red Cross, Instructor.

### **Ballet**

Seven (7) people participated in ballet classes that ended November 21<sup>st</sup>. The next session of ballet is to begin on Monday, January 10<sup>th</sup> at 12:30 p.m. Kim Chesley-Breland, Instructor.

### **Dog Obedience**

#### Kinderpuppy

Twelve (12) people participated in the Kinderpuppy class that ended on December 6<sup>th</sup>. Classes were held on Mondays at 6:30 p.m. in the gymnasium. A new session will begin January 10<sup>th</sup>.

#### Introduction to Rally

Six (6) people participated in the Rally Class. Rally is the newest American Kennel Club sport that provides an intermediate step between dog obedience and obedience competition. Class was held on Mondays at 7:30 p.m.

#### Companion Dog Obedience

Companion class is for dogs six months and older. The next session is scheduled for Monday, January 10<sup>th</sup> at 7:30 p.m. Susan Marrett, Instructor.

### **Evening Yoga**

November: Ten (10) people participated in the yoga class; all participants paid by the class.

December: Seven (7) people are currently participating; all participants are paying by the class. Classes are held on Mondays and Wednesdays at 5:30 p.m. in the High Tide/Low Tide Room. Jen Schoolfield, Instructor.

### **Fit Smart: Brain Games**

Classes are scheduled for Thursdays at 10:00 a.m. starting February 3<sup>rd</sup>. Dana Brown, Instructor.

### **Gather Knit & Stitch**

November: Eleven (11) participants took part in the Gather Knit & Stitch program.

December: Five (5) people have participated.

Gather Knit & Stitch is held on Mondays from 10:00 a.m. to 11:30 a.m. in the Lobby.

### **Guitar Lessons**

November: Three (3) people participated in guitar lessons. Lessons were scheduled for Tuesdays at 4:15 p.m. for ages 8-12 and, at 5:15 p.m., for ages 13 years and older.

No lessons were scheduled for December; the next session is scheduled to begin January 4<sup>th</sup>.

Lee Archer, Instructor

### **Gymnastics/Tumbling**

October: Eleven (11) people participated in the October – November sessions of gymnastics.

The next session will begin January 4<sup>th</sup>; classes are held on Tuesdays at 3:30 p.m. in the Palmetto Room. Tricha Tapio, Instructor.

### **Hip Hop: Ages 5 -12**

Hip Hop is scheduled to begin on Tuesday, January 4<sup>th</sup> at 6:15 p.m. Emily Self, Instructor.

### **Hoops & Hoop Basics**

Hooping, a form of dance fitness, is the newest activity at the Recreation Department. Classes will use a weighted hula hoop for moving and dancing to fun music; traditional and non-traditional hula hooping will be taught in this new class. Tuesday, January 4<sup>th</sup>, Alicia Borrelli will hold a free introductory class for those interested to give an idea what this class is all about.

**Youth** Hoops Class, ages 6-12, will be held on Tuesdays at 5:00 p.m. The youth class will be based on hoop dancing to music. **Adult** class, ages 12 & up, will be held on Tuesdays at 6:00 p.m., and a **Seniors** class will be held on Tuesdays at 4:15 p.m. The adult and senior classes will be more of a cardio and aerobic core workout utilizing the hula hoop. Sessions will begin on January 11<sup>th</sup>; a minimum of six (6) people are needed to have the class. Classes are \$40 for a six (6) weeks session. Alicia Borrelli, Instructor.

### **Hunter Education**

South Carolina Department of Natural Resources will hold the next Hunter Education class on Monday, February 21<sup>st</sup> at 10 a.m. Participants need to register through SC DNR. SCDNR, Instructor.

### **Jump Start**

2011-2012 Jump Start registration will begin in January. Participants need to be four (4) years old by September 1, 2011. The Jump Start school calendar coincides with the Charleston County School calendar and City of Isle of Palms holiday calendar. Robin Lee, Instructor.

## **Keenagers**

November: Forty-six (46) members attended the November meeting; local author Cree Forman spoke to the group. Twenty (20) participants attended Lunch Bunch at Palmetto Grill on Wednesday, November 10<sup>th</sup>; ten (10) members continued on for shopping and an out-to-lunch trip to Hamricks and the Tanger Outlets in North Charleston.

December: Fifty-three (53) members attended the pot luck lunch in December. The Coastal Bell Chorus performed a holiday show for the group of Christmas carols and holiday sing-alongs that filled the Magnolia Room on December 1<sup>st</sup>. Twenty-five (25) attended Lunch Bunch at Queen Ann's Revenge on Daniel Island. Twenty-two (22) members participated in the Festival of Lights trip on December 15<sup>th</sup> that included dinner at California Dreaming, the Festival of Lights and gift shop and decorations at Marion Square. The next Keenager meeting will be held on January 5<sup>th</sup>, 2011.

## **Kensington Etiquette: Ages 4-5 & 6-12**

The January session has been cancelled by the instructor for medical reasons, but will resume in February or March. Kensington Etiquette of Charleston, Instructor.

## **Middle School Dance**

November 12<sup>th</sup>: Two hundred (200) young people attended the middle school dance. Other Brother Entertainment provided the DJ, and Charleston Jump Castle provided jump castles. The next dance is scheduled for February 18<sup>th</sup> at 7:00 p.m.; concessions will be sold during the dance. Entrance to the dance is \$5 at the door.

## **Mah Jongg**

Six (6) participants meet on Mondays from 12:30 p.m. - 3:00 p.m.; participants supply materials for this activity.

## **Mexican Trains**

Currently no one is participating in Mexican Trains, but participants will have another opportunity in January. Mexican Trains meets on the 1<sup>st</sup> & 3<sup>rd</sup> Friday of the month in the Magnolia Room.

## **Mommy & Me**

On November 10<sup>th</sup>, approximately fifteen (15) mommies and children gathered, socialized and played. On December 8<sup>th</sup>, five (5) people participated in the Mommy & Me program. Mommy & Me is held on the 2<sup>nd</sup> Wednesday of the month at 9:30 a.m. in the Palmetto Room.

## **Salsa**

Two (2) people are participating in the salsa class held on Thursdays at 8:00 p.m. The next session of salsa is scheduled to begin January 6<sup>th</sup>, and classes will be held on Thursdays 7:30 p.m. – 8:15 p.m. Lorie Sienna, Instructor.

## **Saturday Yoga**

November and December: Eight (8) people have been participating in the class, which is held from 10:00 a.m. - 11:15 a.m. in the High Tide/Low Tide rooms. Jen Schoolfield, Instructor.

### **School's Out Activities**

December 20<sup>th</sup>: Gingerbread House Decorating was full with twenty-three (23) participants, and Basketball Day had sixteen (16) people participating in the program.

December 21<sup>st</sup>: Dodge ball had seventy-six (76) participating.

December 29<sup>th</sup>: Relays and Tag drew twenty-five (25) participants.

Activities are free and supervised by Recreation staff.

### **Semi-Personal Training**

This fitness class is an educational fitness class that helps with goal setting, motivational strategies and skills to create a healthier lifestyle. Each class has a 10 minute health talk followed by a 50 minute sweat session, and classes are limited to six (6) participants. Two (2) classes will be offered in the mornings; one on Tuesdays and the other on Thursdays at 10:30 a.m.; an evening session is offered on Tuesdays and Thursdays at 5:30 p.m. Six (6) people are enrolled in the evening training session. New sessions will begin January 4<sup>th</sup> at 10:30 a.m. and 5:30 p.m. Preregistration for classes is required. Geri D'Italia, Instructor.

### **Senior Aerobics**

November: Thirteen (13) people participated in the senior aerobics class.

December: Ten (10) people participated. Classes are open to all levels of exercise offered at a nominal fee of \$5 per class or \$30 for the month. Classes are held on Tuesdays and Thursdays from 3:00 p.m. – 4:00 p.m. Judy Fischer, Instructor.

### **Senior Exercise**

November and December: Fifty-three (53) active seniors participated in the class. The class continues to have a waiting list and is held Mondays, Wednesdays & Fridays at 3:00 p.m. in the High Tide/Low Tide Rooms. Classes are free. Judy Fischer, Instructor.

### **Tae Kwon Do**

Youth November: Fourteen (14) participants attended youth Tae Kwon Do.

December: Twelve (12) participants attended the youth Tae Kwon Do class.

Classes are offered Saturdays in the gym at 9:00 a.m. New participants can join the youth class in January, June and September.

Adult November: Thirty-three (33) participated in the adult class.

December: Twenty-nine (29) participated in the classes offered Saturdays in the Gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 9:45 p.m., and Mondays in the High Tide/Low Tide Rooms from 6:30 p.m. to 7:30 p.m. Adults can join class anytime. Dr. Jack Emmel, Instructor.

### **Tennis**

No tennis classes are scheduled at this time, but will resume in the spring. Corinne Enright, Instructor.

### **Tiny Tots**

The Tiny Tots program is full with seven (7) participants in class. Enrollment for the 2011-2012 school year will begin in January. Cathy Adams, Instructor.

## **Total Body Challenge (TBC)**

November: Eleven (11) people participated.

December: Nine (9) people are enrolled in the group fitness class held Monday through Friday from 8:00 a.m. to 9:00 a.m. in the High Tide/ Low Tide Rooms. Pat Boyd and Angela Reinhardt, Instructors

## **Yoga**

November and December: Ten (10) people have been participating in yoga; classes are held on Tuesdays and Thursdays in the High Tide/Low Tide Rooms from 12:30 p.m. – 2:00 p.m. Pat Boyd, Instructor.

## **Zumba**

Thirty (30) ladies participated in the Zumba class. Participants can pay for four (4) classes at \$25, eight (8) classes at \$50 or pay \$8 per class. Classes are held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide Rooms. Dale Ellison, Instructor.

## **Wellness Program**

The October Fitness Miles winner was Laura McLellan, and the November winner was Russell Roper. All employees turning in fitness miles are put into a monthly drawing, and winners are selected at the Personnel Committee Meeting. December miles need to be turned in by noon Tuesday, January 4<sup>th</sup>.

November Wellness: Employee basketball games were scheduled for Wednesday, November 10<sup>th</sup>. The Fire, Recreation, Police and General Government Departments all joined in for basketball activity; employees participated in 5-on-5 and 4-on-4 games, as well as free throw shoot outs, knock outs, around the world and other non-competitive activities.

The Lunch and Learn was held on November 9<sup>th</sup>, and thirty-three (33) employees participated. Lorie Hanna, RN from East Cooper Medical Center, discussed Care and Prevention of Diabetes. Dr. Allison was onsite Thursday, November 4<sup>th</sup> to review with employees the results of blood work taken during the annual Wellness Fair.

December Wellness: Eighteen (18) employees from Fire, Police and Recreation Departments participated in the dodge ball competition.

January Fitness: The Wellness Committee has a meeting scheduled for Thursday, January 6<sup>th</sup> at 8:00 a.m. The January fitness activity will be indoor volleyball; a practice is scheduled for January 13<sup>th</sup> with the employee competition scheduled for Thursday, January 20<sup>th</sup>. The January Lunch and Learn is set for Wednesday, January 19<sup>th</sup>; East Cooper Medical Center will provide a speaker for Injury Prevention in the workplace. The Wellness Newsletter will have detailed information and be included with pay vouchers.

## **Writing Your Memoirs**

The memoirs classes ended on Friday, November 12<sup>th</sup> with participants sharing their stories with the public. Members of the class also put together a book of their works. The next session is scheduled to begin on Tuesday, January 18<sup>th</sup> and is full with twelve (12) people. The class has a waiting list, so another course date is being discussed with the instructor. Tonya McGue, Instructor.

## **Miscellaneous Work Completed**

- Created employee schedules.
- Met with staff and part-time employees.
- Conducted daily employee shift change meetings.
- Made weekly deposits for Recreation Department.
- Sent *The Island Eye News* Recreation pictures and information, when requested.
- Updated website.
- Assisted with front desk duties and class check-ins.
- Completed the January – April 2011 Activity Guide.
- Completed fall/winter room schedule for all upcoming classes and programs.
- Completed Rec Trac class update for winter registrations.
- Rec Trac system upgrades and maintenance work.
- Substituted Total Body Challenge class.
- Attended Wellness Committee Meeting
- Assisted with "Miracle on 34<sup>th</sup> Street" performances.
- Conducted Co-Ed Volleyball Captain's Meeting.
- Assisted with Holiday Craft Workshop.
- Attended Area Directors' Holiday meeting and luncheon.
- Assisted with Tree Lighting Ceremony.
- Assisted with Cookie Decorating Activity.

## ATHLETICS

Ben Hull

### Adult Sports

#### **Adult Fall Softball**

Seven (7) teams participated in the Adult Softball League. The teams played on Monday and Wednesday evenings after the regular season games started on Monday, September 13<sup>th</sup>. Seaworthy won the regular season with a 10-2 record, and Breakroom finished the regular season in second place with a 9-3 record. A double elimination tournament followed the regular season; it began on Wednesday, December 1<sup>st</sup> and concluded on Monday, December 13<sup>th</sup>. The tournament champions were Windjammer 2 with Seaworthy as the tournament runners-up. Regular season champions received shirts and a trophy; the regular season runners-up and tournament runners-up received a trophy. Staff was on site to keep the scores, and officials were provided by Lowcountry Officials Association.

#### **Adult Fall 3-on-3 Basketball**

Four (4) teams participated in the Adult 3-on-3 Basketball League playing on Thursday evenings. The regular season started on Thursday, September 16<sup>th</sup> and ran through Thursday, November 11<sup>th</sup>. Barrier Island Boys, coached by Shane Ziegler, finished the regular season in first place; Chem South, coached by Mark Beck, finished the regular season in second place. A single elimination tournament followed the regular season on Thursday, November 18<sup>th</sup>, and Barrier Island Boys became the Tournament Championship. Regular and postseason champions received championship t-shirts. Games were officiated by teams, and Recreation staff was on site to keep score.

#### **Adult Fall CO-ED Volleyball**

Five (5) teams registered to play in the Adult Volleyball League playing on Sunday afternoons and Tuesday evenings. The regular season league games started on Tuesday, September 7<sup>th</sup> and ran through Tuesday, November 9<sup>th</sup>. One (1) team was disqualified for recording multiple forfeits during their first games of the season. A double elimination tournament followed the regular season; it began on Sunday, November 14<sup>th</sup> and concluded on Tuesday, November 16<sup>th</sup>. Staff was onsite to keep the scores and supervise the gym. Regular and post-season champions received shirts. Officials are provided by Lowcountry Officials Association.

#### **Adult Winter CO-ED Volleyball**

Registration began on November 8<sup>th</sup> with seven (7) teams registering to play. The Captains' Meeting was held on Wednesday, December 8<sup>th</sup> at 5:30 p.m. Teams are scheduled to practice through the month of December, and games will begin on Tuesday, January 4<sup>th</sup>. Games will be played on Tuesday evenings and Sunday afternoons. Score will be kept by Recreation Staff, and games will be officiated by Lowcountry Officials.

#### **Adult Flag Football**

Adult flag football pick-up games were scheduled for the fall and were cancelled due to lack of participation.

## **First Pitch Half Rubber Tournament**

The First Pitch IOP Half Rubber Tournament is scheduled for Saturday, March 26<sup>th</sup> and Sunday, March 27<sup>th</sup>, if needed. Lights will be turned off at 10:00 p.m. sharp on Saturday. The Captain's Meeting/Check-in will begin at 7:30 a.m., and games will begin at 8:00 a.m. The registration fee is \$20 per person; teams may consist of 3 or 4 players. Sponsors for the tournament are being solicited for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners. Information concerning the tournament can be found on the City's website.

## **Youth Sports**

### **5/6 Soccer**

The season ended on Monday, November 1<sup>st</sup>. Games were played on the multipurpose fields #2, #3, and #4 on Mondays at 5:30 p.m. Volunteer coaches received a skills packet at the beginning of the season to assist with coaching ideas. The participants had fun and learned the game of soccer. Games were officiated by coaches; no score or season standings were kept. All participants received trophies for their participation.

### **7/8 Soccer**

The season ended Wednesday, November 10<sup>th</sup>. Games were played on both ends of the large soccer field on Wednesdays at 5:30 p.m. Volunteer coaches were given a skills packet at the beginning of the season to assist with coaching ideas. The score clock was used to keep time for the games; games were officiated by coaches; no score or league standings are kept. All participants received trophies for their participation.

### **9/12 Soccer**

The regular season ended on Monday, November 1<sup>st</sup>. *Dunes Properties*, coached by David D'Annunzio, won the regular season championship, and *Windjammer*, coached by Michael Hay, finished as the regular season runners-up. Regular season runners-up and champions received trophies for their participation. A single elimination tournament began on Thursday, November 4<sup>th</sup>, and the championship game was held on Monday, November 8<sup>th</sup> where *Windjammer* defeated *Dunes Properties* in a hard fought game that went into overtime. Tournament runners-up and champions received plaques. Jay Frye and Mike Dahlman officiated soccer games; Recreation staff was on site to manage the scoreboard.

### **Soccer Participation**

Fast Start Soccer Total: 64	Isle of Palms: 24	Non Residents: 40
5/6 Micro Soccer Total: 44	Isle of Palms: 26	Non Residents: 18
7/8 Micro Soccer Total: 39	Isle of Palms: 24	Non Residents: 15
9-12 Yth Soccer Total: 58	Isle of Palms: 42	Non Residents: 16

### **5/6 Basketball**

Registration was held from October 18<sup>th</sup> to November 12<sup>th</sup>, and the registration fee was \$30 for residents and \$35 for non-residents. The Coach's Meeting was held on Thursday November 18<sup>th</sup> at 5:15 p.m. The mandatory parent/player meeting was held on Tuesday, November 30<sup>th</sup> at 6:00 p.m., and all coaches and sponsors have been finalized. The season will start on

Tuesday, January 4<sup>th</sup>; Picture Day is scheduled for Wednesday, January 19<sup>th</sup>. No scores or league standings are kept, and all participants will receive a trophy at the end of the season.

### **7/8 Basketball**

Registration was held from October 18<sup>th</sup> to November 12<sup>th</sup>, and the registration fee was \$30 for residents and \$35 for non-residents. The Coach's Meeting was held on Thursday November 18<sup>th</sup> at 5:15 p.m., and the mandatory parent/player meeting was held on Tuesday, November 30<sup>th</sup> at 6:00 p.m. All coaches and sponsors have been finalized, and the season will start on Wednesday, January 5<sup>th</sup>. Picture Day is scheduled for Wednesday, January 19<sup>th</sup>. Scores will be kept; however, league standings will not be kept. Participants will receive a trophy at the end of the season. Lowcountry Officials will officiate the games while Recreation staff is onsite to keep score.

### **9/10 Basketball**

Registration was held from October 18<sup>th</sup> to November 12<sup>th</sup>; the registration fee was \$30 for residents and \$35 for non-residents. The skill evaluation was held on Wednesday, November 17<sup>th</sup> followed by a coach draft. The mandatory parent/player meeting was held on Tuesday, November 30<sup>th</sup> at 6:00 p.m. All coaches and sponsors have been finalized. The season will start on Thursday, January 6<sup>th</sup>, and Picture Day is scheduled for Wednesday, January 19<sup>th</sup>. Scores and league standings will be kept, and regular season champions and runners-up will receive trophies at the end of the season. A single elimination post-season tournament will follow the regular season, and post-season champions and runners-up will receive plaques. Lowcountry Officials officiate the games while Recreation staff is onsite to keep score.

### **11/12 Basketball**

Registration was held from October 18<sup>th</sup> to November 12<sup>th</sup>; the registration fee was \$30 for residents and \$35 for non-residents. The skill evaluation was held on Wednesday, November 17<sup>th</sup> followed by a coach draft. The mandatory parent/player meeting was held on Tuesday, November 30<sup>th</sup> at 6:00 p.m., and all coaches and sponsors have been finalized. The season will start on Thursday, January 6<sup>th</sup>; Picture Day is scheduled for Wednesday, January 19<sup>th</sup>. Scores and league standings will be kept. Regular season champions and runners-up will receive trophies at the end of the season. A single elimination post-season tournament will follow the regular season. Post-season champions and runners-up will receive plaques. Lowcountry Officials officiate the games while Recreation staff is onsite to keep score.

### **Basketball Registration:**

5/6 Yth Basketball Total:	40	Isle of Palms: 21	Non Residents: 19
7/8 Yth Basketball Total:	35	Isle of Palms: 25	Non Residents: 10
9/10 Yth Basketball Total:	31	Isle of Palms: 21	Non Residents: 10
11/12 Yth Basketball Total:	28	Isle of Palms: 21	Non Residents: 7

### **Friday Night Hoops**

Friday Night Hoops is an opportunity for youths ages 7–12 years to participate in a basketball clinic where Scottie Frier and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. The most recent Hoops session was offered on December 17<sup>th</sup> where four (4)

players participated and learned the various skills of basketball. The next Friday Night Hoops will be offered on Friday, January 7<sup>th</sup>. There is a \$10 registration fee per athlete, and all participants receive a shirt, towel, magnet or duffle bag during each session.

**Friday Night Hoops Participation:**

July 9 <sup>th</sup>	Session Total: 8	Isle of Palms: 6	Non Residents: 2
August 13 <sup>th</sup>	Session Total: 4	Isle of Palms: 4	Non Residents: 0
September 24 <sup>th</sup>	Session Total: 11	Isle of Palms: 8	Non Residents: 3
October 5 <sup>th</sup>	Session Total: 6	Isle of Palms: 4	Non Residents: 2
October 22 <sup>nd</sup>	Session Total: 6	Isle of Palms: 6	Non Residents: 0
November 5 <sup>th</sup>	Session Total: 2	Isle of Palms: 2	Non Residents: 0
November 19 <sup>th</sup>	Session Total: 17	Isle of Palms: 12	Non Residents: 5
December 3 <sup>rd</sup>	Session Total: 13	Isle of Palms: 10	Non Residents: 3
December 17 <sup>th</sup>	Session Total: 4	Isle of Palms: 2	Non Residents: 2

**Basketball Free Throw Competition**

The youth basketball free throw competition was held on Tuesday, December 14<sup>th</sup> at 5:15 p.m. This was a free event held for children ages 7-12 years old; twenty four (24) children participated in this competition. Participants were broken into three (3) age groups. The winner of the 7/8 year olds group was Bronson Fabrizio; the winner of the 9/10 year olds group was Vinod Pandey; the winner of the 11/12 year olds group was Adam Beall. Each winner received a duffle bag and awards.

**Basketball Three Point Shootout**

The youth basketball three point competition was held on Tuesday, December 14<sup>th</sup> at 5:45 p.m. This event was free of charge and held for children ages 9-12 years old; thirteen (13) children participated in this shootout. Participants were divided into two (2) age groups; the winner of the 9/10 year olds group was Vinod Pandey, and the winner of the 11/12 year olds group was Dylan Robinson. Each winner received an award.

**Sports Management Institute**

Ben Hull attended the SCRPA Sports Management that was held on Wednesday, December 8<sup>th</sup> in Columbia, South Carolina. Topics that were discussed dealt with concussions, integrating tournaments within the youth recreation programs and promoting fun in youth athletics.

**Miscellaneous Work Competed**

Assisted with Keenager Luncheon	Wednesday, November 3 <sup>rd</sup>
Regulated employee basketball	Wednesday, November 10 <sup>th</sup>
Assisted with Holiday Card Drawing	Thursday, November 11 <sup>th</sup>
Supervised the Middle School Dance	Friday, November 12 <sup>th</sup>
Held youth dodge ball Pick-Up games	Wednesday, November 17 <sup>th</sup>
Helped with Keenager luncheon	Wednesday, December 1 <sup>st</sup>
Assisted with setup/presentation of tree lighting	Thursday, December 2 <sup>nd</sup>
Held city employee dodge ball games	Thursday, December 9 <sup>th</sup>
Drove Keenagers to lights on James Island	Wednesday, December 15 <sup>th</sup>

### **Upcoming Athletics in January**

Friday Night Hoops	January 7 <sup>th</sup> at 6:00 p.m.
Youth baseball registration	January 18 <sup>th</sup> - February 11 <sup>th</sup>
Girls softball registration	January 18 <sup>th</sup> - February 11 <sup>th</sup>
Adult softball registration	January 31 <sup>st</sup> - February 25 <sup>th</sup>
Adult 3-on-3 Hoops registration	January 31 <sup>st</sup> - February 25 <sup>th</sup>
Employee volleyball games	January 20 <sup>th</sup> from 3:00-5:00 p.m.
Friday Night Hoops	January 21 <sup>st</sup> at 6:00 p.m.

### **Special Events**

Will McElheny

#### **Holiday Card Drawing**

This event was held on Thursday, November 11<sup>th</sup> from 4:00 p.m. to 6:00 p.m. in the Magnolia Room. Forty-two (42) card entries were submitted by thirty (30) participants; Lindy Garrett won the 2010 contest. The winner was announced and presented a \$100 check at the Tree Lighting Ceremony. Two hundred (200) cards were printed and mailed to various members of the community, sponsors, City Departments and City Council.

#### **Tree Lighting Ceremony**

The annual tree lighting was held at 6:00 p.m. on Front Beach, Thursday, December 2, 2010. City Councilmembers attended the ceremony where Sullivan's Island Elementary School Chorus performed under the direction of Julia Mathius, and the 2010 Holiday Card Drawing winner was announced. City Administrator Linda Tucker and Holiday Card Drawing winner Lindy Garrett counted down to the lighting of the tree. Santa was escorted onto Front Beach by Police and Fire Department personnel; Santa took his seat of honor at the base of the tree to greet the children, and all the children received a bag of Christmas candy. Entertainment was provided by Jef Wilson, Sullivan's Island Elementary School Chorus, Charleston Jump Castles, a face painter and a balloon artist. Local businesses participating in the festivities were Huck's Lowcountry Table, Banana Cabana and Luke n' Ollies; they offered free concessions ranging from Hot Chocolate and cookies to popcorn. Retail stores offered in-store seasonal specials. Approximately five hundred (500) people attended this event, and two hundred fifty (250) children visited Santa Claus.

#### **Miracle on 34<sup>th</sup> Street**

This production ran from Wednesday, December 8<sup>th</sup> until Saturday, December 11<sup>th</sup>. "Miracle on 34<sup>th</sup> Street" was produced in conjunction with Crabpot Players and included various members of the community. All of the performances were sold out two (2) weeks before opening night.

### **Santa's Cookie Workshop**

On Tuesday, December 14th from 4:00 p.m. to 6:00 p.m., Santa's Cookie Workshop was held in the Magnolia and Palmetto Rooms. Ninety-nine (99) children registered for this event and seventy (70) participated; children decorated four (4) cookies with unlimited supplies of icing, chocolate and candy. Children went through a buffet-style line to get their supplies for decorating. Parents appreciate this activity because it affords families the opportunity to decorate cookies for Santa without kitchen clean-up afterward.

### **Santa's Hotline**

Four (4) children were registered for this event. Frank Suggs was Santa's helper for this year's Santa Hotline. Registration sheets were distributed to both pre-school classes at the Recreation Department. The event was also listed in the Holiday Events Guide and the weekly public service announcements.

### **Lowcountry Blues Bash**

This two (2) day event is scheduled from 5:00 p.m. to 8:30 p.m. on Saturday, February 5<sup>th</sup> and from 2:00 p.m. to 5:30 p.m. on Sunday, February 6<sup>th</sup>. Recreation Department staff is working with Gary Erwin for the 2011 entertainment line-up. The entertainment schedule will be published in the Lowcountry Blues Bash booklets and other publications around the Charleston area. Admission is \$5.00 dollars at the door, and children twelve (12) and under will be admitted for free.

### **Easter Egg Hunt**

The Easter Egg Hunt is scheduled from 10:00 a.m. to 12:00 noon on Saturday, April 23<sup>rd</sup>. Work has begun on scheduling inflatable games from Charleston Jump Castle, pony rides from Lowcountry Animals, a face painter, and Carvel Ice Cream will be free for participants; children will also have an opportunity to have their pictures taken with the Easter Bunny. There are four (4) age divisions; they are 3 & under, 4-6 years, 7-9 years 10-12 years.

## **COMMUNITY SPECIALIST**

Carol Keller

### **Daily Responsibilities**

- Completed opening procedures and reported damages to supervisor.
- Prepared classrooms for next program when supervisors unavailable.
- Updated Department media center as needed.
- Registered class participants, answered phones and welcomed visitors.
- Updated daily front desk information folders.
- Monitored security cameras.
- Managed the sign-in sheets for gymnasium and cardio room.
- Answered questions regarding current and upcoming programs and events.

- Assisted the Director and other staff members on a regular basis.
- Prepared purchase orders for staff.
- Participated in weekly staff meetings.
- Worked with staff to deliver weekly public service announcements to media.
- Called concession vendors when machines were not working properly.

**Other Duties**

- Entered November names, e-mails, addresses into computer from visitors that received a free T-shirt and saved information into permanent folder.
- Matched invoices & purchase orders and then filed.
- Prepared sports mailings.
- Reviewed the new Activity Guide before printing.
- Assisted with the Holiday Card Drawing.
- Continued to update spreadsheet with invoice general ledger codes and dollar amounts for quick reference.
- Filed Information board letters and numbers.
- Called Keenagers/seniors to remind them of the November & December meetings and activities.
- Called Keenagers/seniors to remind of shopping trip.
- Cut out and saved newspaper articles for albums.
- Re-typed employment application.
- Prepared programs for "Miracle on 34<sup>th</sup> Street."
- Prepared Wellness newsletters for distribution.
- Prepared Christmas cards for mailing.
- Wrapped Christmas boxes for tree decorations.
- Prepared programs for tree lighting ceremony.
- Bundled Activity Guides for distribution to Sullivan's Island school.
- Prepared and posted Holiday hours.
- Prepare weekly tally sheets.
- Make notes of important information and classes changes for front desk employees.

**Most Frequently Asked Questions**

Is there a swimming pool?

What will be the holiday hours?

**Most Frequent Unsolicited Comments**

"Nice job on decorations. You guys always make it so special for the children."

"The play was fantastic."

**Front Desk Summary:**

November  
December

**Phone Calls**

352  
301

**Walk-In**

269  
189

**Cardio Room Usage**

November	214
December	332

**Open Gym Participants**

November
December

**Residents**

146
166

**Non-Residents**

108
176

**Weekend Front Desk**

November
December

**Phone Calls**

41
37

**Walk-ins**

151
224

**PARKS & FACILITIES**

Shelia Redmon

**Housekeeping**

- Performed routine housekeeping duties.
- Completed monthly safety inspections.
- Cleaned and serviced maintenance equipment.
- Replaced and refilled air fresheners and other sanitary devices.
- Sanitized ice machines.
- Supervised monthly pest control service.

**Facility Preparations**

- Assisted with the set-up of gymnasium and classrooms for daily scheduled programs, athletics, activities, meetings and special events.

**Interior Maintenance**

- Serviced and cleaned Cardio Room equipment.
- Unclogged toilets and drains as needed.
- Replaced light bulbs and ballast as needed.
- Adjusted and re-secured gym ceiling tiles and light covers.
- Ordered new gym light shield.
- Machine scrubbed and polished the gym floor.
- Repaired office door handle.
- Sanitized Tiny-Tots and Minnow rooms.
- Cleaned and made repairs to gym restrooms due to vandalism.
- Repaired frame for gym chair rack.

## **Exterior Maintenance**

- Inspected playground equipment and removed graffiti and wasp nest.
- Removed trash and debris from around the building.

## **Miscellaneous**

- Attended staff meetings.
- Placed phone calls to and met with supply sales representatives.
- Ordered and received maintenance supplies.
- Assisted with front desk duties.
- Updated the maintenance records.
- Contacted Carolina Gas to fill gym heater gas tank.
- Assisted with the holiday decorations, City Tree Lighting Ceremony and play production.
- Secured gym restrooms during water outage to update water supply valve.

## **PARKS & GROUNDS MAINTENANCE**

Nick Bako

### **Recreation Building and Activities**

- Repaired floor drain in men's gym area bathroom.
- Attended staff meetings.
- Repaired wall-mount lighting fixture at front entrance to building.
- Installed new sign for gym usage rules.
- Lubed all basketball goal adjusters in the gym for more ease of use.
- Helped with the setting up of the Christmas tree lighting and all things involved with the tree lighting ceremony.
- Assisted with Keenager set up and break down
- Installed temporary draping onto the wall of Palmetto Room for upcoming play, "Miracle on 34<sup>th</sup> Street."
- Converted three (3) exterior wall-mounted lighting fixtures to regular incandescent from high pressure sodium.
- Replaced six (6) compact bulbs and two compact ballasts on existing light fixtures for building wall-mounted exterior lighting/emergency lights.
- Replaced 42 watt compact bulb in overhead lighting in lobby.

### **Recreation Grounds**

- Cleaned both walkways at front entrance parking lot with diluted muriatic acid to remove rust- like substance.
- Removed gum from all walkways and picnic shelter area.
- Trimmed palm tree at entrance to complex and the picnic shelter along with the softball field.

- Cleaned around front entrance sign to complex and removed small palms and off-chutes at the oak tree.
- Repaired Frisbee flagpole and secured system to the base.
- Trimmed oak off-chutes as needed.
- Stored all soccer goals, large and small, along with nets for the season.
- Applied poison ivy killer to areas around gym building as needed.
- Trimmed palm trees along Hartnett Boulevard.
- Trimmed all crepe myrtles along the softball field fence and the cul-de-sac.

### **Playground**

- Nailed spikes back into place around perimeter of playground.
- Raked and leveled playground mulch as needed.
- Replaced rubber stop at handle of Trac-Ride and painted same.
- Applied weed killer to areas as needed.

### **Basketball and Tennis Courts**

- Straightened and secured P.A.R.D. sign at entrance to court due to vandalism.
- Re-tied windscreen as needed.
- Replaced tennis court caddy.
- Trimmed ligustrums around tennis courts.
- Replaced two (2) basketball nets.

### **Baseball (Scalise) Field**

- Groomed for end of season.

### **Softball (Clarkin) Field**

- Applied fire ant chemical spray in the outfield.

### **Soccer Field**

- Filled holes in soccer field as needed.
- Applied Rye seed to field.
- Aerated field.
- Applied starter fertilizer to field.

### **Bark Park**

- Raked and filled in holes regularly.
- Rebuilt small dog park pooper-scooper container and painted.
- Reinserted safety tubing at sign for dog park rules.

### **Multi-purpose Field**

- Picked up debris and maintained as needed
- Replaced/repared wooden stakes for temporary fence

## Equipment

- Charged battery for the field liner machine and cleaned the posts
- Reset cables on garage doors after making repairs and minor adjustments

## OPERATIONS

### Employee Overtime

October	1 hour	Isle of Palms Connector Run, Bocce Ball competition, basketball registration, youth soccer, adult volleyball and softball and the Annual Halloween Carnival. Recreation Building was available 360 hours the month of October.
November	.25 hour	Middle School Dance, basketball skill evaluations, parent/player meeting, Holiday Card Drawing contest and the holiday craft workshop. Recreation Building was available 349.5 hours the month of November.
December	.75 hour	Tree Lighting Ceremony, "Miracle on 34 <sup>th</sup> Street", four (4) night shows, Santa's cookie workshop, ginger-bread house workshop, five (5) schools-out activities, basketball practices, post-season tournaments and the co-ed volleyball meeting for the team coaches. Recreation Building was available 337 hours the month of December and closed four (4) days for the Holidays.

### Information Boards

	<b># times boards were changed</b>	<b>Amount of time</b>
February	7	4 hours 50 minutes
March	8	6 hours 15 minutes
April	8	5 hours 55 minutes
May	10	6 hours 50 minutes
June	11	9 hours 30 minutes
July	8	7 hours
August	9	7 hours
September	9	8 hours 55 minutes
October	8	5 hours 45 minutes
November	7	5 hours 55 minutes
December	5	4 hours 20 minutes