

Sisters Park and Recreation District
Board of Directors Meeting
8:00 AM, Wednesday, October 17th, 2018

Minutes

Present: Bob Keefer, Jeff Tryens, Jayne Simmons

Staff: Courtney Snead

Jeff Tryens, Board President, called the meeting to order.

As per ORS 192.660(2)(a), the board and Interim Executive Director, Courtney Snead, went into Executive Session at 8:10 AM.

Out of Executive Session at 9:14 AM.

Discussion of ED process:

Courtney to do phone interviews with Bob Keefer and Jeff Tryens for 7 applicants, and to narrow the candidates to 4 for interviews.

Sue Bottner of Bend Parks and Recreation District is a possible panelist.

Candidates to bring 3 letters of reference to interviews.

Jayne Simmons motioned and Bob Keefer seconded to have Courtney notify those not chosen to interview, and to delegate Bob Keefer, Jeff Tryens and Courtney Snead to conduct phone interviews and narrow the candidates to 4, for final interviews. All ayes, none opposed.

Old Business: none

New Business:

The auditors will be in this week and may have tougher findings than in years past. Of particular note: payroll records, as well as a good list of things to fix.

The day after Thanksgiving, SPRD will be closed, but employees desiring to come in can do so. Bob Keefer suggested that it be declared a holiday as well as Thanksgiving. It is always a very quiet day at SPRD.

Meeting adjourned at 9:45 AM.

Next meeting will be November 1st, 2018 and November 13th, 2018.

Respectfully submitted,

Jayne Simmons

Recording Secretary

P.S. Next Meeting changed to Nov. 8th for Interviews and Nov. 20th for Board.

