



**Sisters Park and Recreation District
Board of Directors Special Meeting
5:30pm Thursday, March 28, 2019**

1. Call Meeting to Order:

The Board of Directors meeting was called to order by President Tryens at 5:38pm on March 28, 2019 at the Coffield Center located at 1750 W McKinney Butte Road.

Board members present: Jeff Tryens, Peggy Tehan came in at 5:37pm, Jayne Simmons, and Bob Keefer. Heath Foott absent.

Staff members present: Courtney Snead, Interim Executive Director, and Mande Seeley, Recording Secretary

Visitors present: Sue Stafford

Reminders: None

Adjustments and/or approval of the agenda:

Board Secretary Simmons moved to approve the agenda. Board Treasurer Tehan seconded. Motion carried unanimously.

2. Executive Session – In accordance with ORS 192.660(2)(a) the Board will meet to consider the employment of a public officer, employee, staff member or individual agent:

The Board went into executive session at 5:39pm.

The Board came out of executive session and back into the special meeting at 6:26pm.

3. Consider appointing a sub-committee of the Board to assist with designing the executive director interview process/schedule (Courtney Snead, Interim Director):

Interim Executive Director Snead says that we will use the same process for interviewing as in November 2018. Board President Tryens and Board Vice President Foott will interview seven candidates via phone with Interim Executive



Director Snead, and a special meeting with an executive session will be held soon after. She will post the notice to the newspaper.

Board Secretary Simmons informed the board that she could be involved if Board Vice President Foott was unable to attend the phone interviews.

Board Secretary Simmons moved to approve going forward with Board President Tryens, Vice President Foott, and Interim Director Courtney Snead as the phone interview subcommittee. Motion carried unanimously.

4. Consider accepting the FY2017-18 Audit (Courtney Snead, Interim Director & Peggy Tehan, Board Treasurer):

Cover memo and audit documentation 6 attached.

Board Treasurer Tehan discussed different areas of the audit report and their meaning. The financial statements gave a good overview the Districts financial position. The balance is where we are on any given date. Auditors must remove certain transactions like partners because they are a part of us. Net position is equity. There are some calculation errors on page 21 that staff will need to speak to the auditor about prior to submitting the audit to the state.

Board President Tryens asked why we are so low on certain revenues. Board Treasurer Tehan will make a snapshot to make it more transparent for everyone.

Interim Executive Director Snead said that the first response back to the auditors doesn't include deficiencies, the second response to them does and includes a chart of what has been implemented or is planned for the upcoming year. The board will discuss and review financial policies in July. Employee files are currently being updated. Staff has started working toward the RecTrac update and will also be exploring an upgrade for ADP and QuickBooks. Blank checks are now being locked up in the safe.

Board Member Keefer moved to accept the audit with the changes required on page 21. Board Secretary Simmons seconded. Motion carried unanimously.

5. Executive Director report:

Interim Executive Director Snead informed the board that there are now five applications for the Administrative Assistant position and interviews will be conducted tomorrow with a goal of hiring the new person next week. After speaking with the Oregon Department of Revenue, she is now recommending



that SPRD take an organizational approach to budgeting, and will include information on that new approach in the budget orientation meeting. We are currently spring cleaning and organizing the office. The next board meeting will be jam packed with strategic planning and the vision update. The committees have been very involved with the new budget process and with setting up signed agreements. She will invite chairs of each committee to the board meetings where the agreements are presented for approval.

Recreation Programs Director Rush gave an outline of the need's assessment. Data and findings for needs assessment will include community involvement.

Board President Tryens suggested avoiding open ended questions on the need's assessment survey. Board members Tryens, Tehan, and Keefer will be involved in the community interviews.

6. Adjourn Meeting:

The meeting was adjourned at 7:23pm

Respectfully submitted,

Mandee Seeley, Recording Secretary
Approved by the Board of Directors on April 16, 2019.