



**Sisters Park and Recreation District  
Board of Directors Business Meeting  
5:30pm Tuesday: May 21, 2019**

**1. Call Meeting to Order (Jeff Tryens, Board President):**

The Board of Directors meeting was called to order by President Tryens at 5:37pm on May 21, 2019 at the Coffield Center located at 1750 W McKinney Butte Road. President Tryens then acknowledged that the meeting is being held on ancestral lands of the Northern Paiute.

Board members present: Jeff Tryens, Peggy Tehan, Bob Keefer, Jayne Simmons came in at 6:41pm

Staff members present: Courtney Snead, Interim Executive Director, Chad Rush, Recreation Programs Director, and Mande Seeley, Recording Secretary

Absent: Heath Foott

Visitors present: Jan McGowan, Sue Stafford came in at 5:57pm

Reminders: None

Adjustments and/or approval of the agenda:

Executive Director report should be moved to position before Executive Session. Labyrinth agreement should be moved to number 4.

Member Keefer moved to approve the agenda as amended. Treasurer Tehan seconded. Motion carried unanimously.

**2. Welcome Visitors (Jeff Tryens, Board President):**

Sue Stafford, The Nugget Newspaper  
Jan McGowan, The Labyrinth Committee

**3. Correspondence:**

- None

**4. Consider approving an agreement with the Sisters Community Labyrinth:**

- Cover memo and agreement



Interim Executive Director Snead provided background and an overview of the agreement per the cover memo included in the board packet.

Jan McGowan thanked everyone for allowing committees to come under SPRD, it's a great opportunity for this community and committees who aren't exactly ready to become their own nonprofit. June 21<sup>st</sup> solstice will have event at the Labyrinth and the committee is looking forward to reinvigorating the space. The Episcopal Church also has a labyrinth at their location and having two in town gives us a destination appeal. There will be a June 1<sup>st</sup> event at the church and the community labyrinth will join that event. There will be a cleanup at the community labyrinth before June 1<sup>st</sup>. The bathrooms at the portal are maintained by the City, the mural is maintained by the Forest Service, and the labyrinth is maintained by the committee.

The board packet doesn't include Exhibit A that's mentioned in the document.

Keefer asked if there is a written agreement between the Labyrinth/SPRD and the City and the Forest Service regarding maintenance. Jan said that there is a document somewhere and she will look for it and send Interim Director Snead a copy.

President Tryens asked who wrote the agreement. Interim Executive Director Snead stated that staff developed the draft and SDAO's attorney reviewed it.

Treasurer Tehan moved to adopt the Sisters Labyrinth agreement. Board member Keefer seconded. The motion carried unanimously.

**5. Consider approval of meeting minutes (Courtney Snead, Interim Executive Director):**

- April 12, 2019 special meeting minutes
- April 16, 2019 business meeting minutes
- May 2, 2019 budget committee orientation minutes
- May 7, 2019 special meeting and work session minutes
- May 16, 2019 budget committee meeting minutes
- May 16, 2019 special meeting minutes

Tehan moved to approve all minutes as presented. Board member Keefer seconded. Motion carried unanimously.



## 6. Consider approval of SPRD financials (Peggy Tehan, Board Treasurer):

- March 2019

Tehan reviewed financials and spoke with Courtney about them for verification prior to the meeting.

President Tryens asked how much SPRD makes from Crest the Cascades. Snead says a little but it's not much.

Keefer thanked Snead and staff for liability with SDAO to help recover some costs on the boiler. He also asked about the Stripe system and where funds are going. Tehan said they go to the Partner fund.

- 3<sup>rd</sup> quarter financial summary

Profit and loss statement had 12k in preschool deposits because SPRD is currently taking deposits for next year. 21k for GNW camp as of today. Events were down because of not having them last summer. March had 15k of property taxes. 28k of Partner revenue doesn't reflect administrative charges. Going to transfer all funds to committees then they reimburse SPRD after reconciliation. Giving committees options to pay fees SPRD acquires. Payments from committees will be paid by June 30<sup>th</sup>. Stripe system has made the tournament process much easier. Board discussed pros and cons of separate checking accounts for general and partner funds. Capital investments were more than expected with firewall upgrade, server payment and office furniture.

Keefer would like a database showing projection averages to plan better going forward. Tryens suggested having yellow and red to be included to help with simplification. Ending cash balance is where SPRD is at the end of March and he would like something that says that more clearly.

Tryens asked about TAPS. Snead says they are an inactive committee and still have around 3k. SPRD could designate those funds somewhere related if someone doesn't step forward in the next year. The Labyrinth says Ford Foundation and will be changed to Sisters Labyrinth next year.

Keefer moved to approve 3<sup>rd</sup> quarter financials with change to quarter 3 instead of quarter 2. Tehan seconded. The motion carried unanimously.

## 7. Consider approval of the SPRD Public Records Policy

- Cover memo and agreement



The policy is the same as 5/7 meeting. This policy puts SPRD in a position to get 10% credit toward liability insurance cost and was recommended by SDAO.

Snead mentioned 18 boxes and one large cart of information from the attic has been shredded that should have been destroyed a long time ago.

Tehan moved to approve the Public Records Policy. Keefer seconded. The amended motion carried unanimously.

**8. Executive Director report (Courtney Snead, Interim Executive Director):**

Interim Executive Director Snead provided a hard copy of the report. Hired intern from Sisters High School for 100 hours at 10 hours a week to assist with marketing and communications. Safety grant received back in the fall to upgrade front door locks to card system, along with panic button for front desk. First of two RecTrac visit will be in two weeks. Website has been upgraded and is now mobile friendly. RecTrac registration will also be upgraded and mobile friendly when the new program goes live in August. Scholarship received for 1k and person wants to continue contributing regularly in his son's name. Special scholarship in honor of him recognized on SPRD website. Needs assessment survey is being finalized and interviews will be scheduled soon. Middle School sports will be going back to the School District. Snead spoke with superintendent yesterday regarding how the phase out would work. SPRD has about 10k in assets for middle school sports and Snead would like board to consider how that will get handled. There will be a meeting at SPRD for Pickleball tomorrow. SPRD reached minimum on summer camp registrations at Summer Kickoff and had 89 participants. Mural camp is now taking registrations and Snead would like board feedback on parameters of what it will look like.

Keefer asked if only the front door locks are being replaced. Snead said yes and the office door will be replaced next fiscal year.

Tryens asked if there is any conversation in the community regarding why middle school children are still playing tackle football due to concussion risk. Rush said Coach Fendall is very focused on educating parents. SPRD requires coaches to take an online class on the topic.

**9. 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.**



Executive session began at 6:46pm. Executive session ended at 7:09pm.

One of the top candidates is now available and the board has decided to proceed with that person.

**10. Board member reports:**

Keefer and Snead will be meeting with School District superintendent tomorrow regarding the lease and IGA. Adult co-ed softball is moving forward.

**11. Adjourn meeting:**

- The meeting was adjourned at 7:09pm

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on June 18, 2019.