



**Sisters Park and Recreation District
Board of Directors Special Meeting
5:30pm Monday, July 29, 2019**

MEETING MINUTES

1. Call Meeting to Order

- The Board of Directors meeting was called to order by President Tryens at 5:29pm on July 29, 2019 at the Coffield Center located at 1750 W McKinney Butte Rd.

Board members present: Jeff Tryens, Peggy Tehan, Bob Keefer, Heath Foott

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

Visitors present: Clark Brody, Bruce Carpenter, Laurie Chase, Robin Lewis Kane, Vivian Bousquet, Bill Benson, Riley McHugh, Peggy Houge, Rory Rush

- Reminders: none
- Adjustments and/or approval of the agenda

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

2. Oath of Office

- Administered the oath of office to Heath Foott, position #4 and Peggy Tehan, position #5.

3. Election of New Officers:

- Board president
- Board vice president
- Board treasurer
- Board secretary

This agenda item was postponed to the September 3, 2019 meeting.



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

- June 18, 2019 business meeting minutes

Member Keefer moved to approve the minutes as presented. Vice President Foott seconded. Motion carried unanimously.

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

- May 2019

Interim Executive Director Snead said that everything is on track for what was budgeted for this time of year and SPRD is currently at 94% revenue in the general fund. A Lacrosse item was incorrectly coded so an updated budget v actual report was provided at the meeting. The profit & loss sheet looks different due to entries that respond to audit findings from last fiscal year. FY2018-19 will be wrapped up in August and June year-end should be available at the first meeting in September. We will carryforward more revenue than estimated in the FY2019-20 budget. John Barnett, of Barnett and Co, CPA, our former auditors, has been helping develop a checklist and desktop manual to ensure that month and year-end processes going forward consistently.

Member Keefer asked about a donation from Central Electric Cooperative and Interim Executive Director Snead replied that they donated toward the Bonnie Malone Scholarship Fund.

Treasurer Tehan mentioned that there was a glitch with partner payroll reimbursements that was corrected by Interim Director Snead.

President Tryens asked whether committees review their own finances and Courtney said she's been sending them monthly reports but is going to encourage them to start monitoring things more independently. Once the new director gets here there will be an on-boarding process for new committees.

Peggy moved to approve the financials as presented. Heath seconded. Motion carried unanimously.

6. Consider approval of the Sisters Country Pickleball Club agreement (Courtney Snead, Interim Executive Director):

- Cover memo
- Committee agreement



Clark Brody thanked everyone for allowing the club to be at the board meeting. The club's goals are to open both an indoor and outdoor public pickleball court, to educate and encourage kids to try the sport, to educate the public on the many health benefits and to build community through pickleball. Clark said that Chad and Courtney have been very helpful, and that Bob is a player, so his input has been appreciated. Over 130 people who are active players in the community will receive an invitation once the club is official under SPRD. The school district is very supportive of public courts at the elementary school but does not want the courts at the middle or high school.

President Tryens asked if there were any public outdoor courts around town. There are currently none in Sisters Country, but they are everywhere else in Central Oregon and around the state. It is the fastest growing sport in the country. Jeff also wanted everyone to be cautious of the mixture of public and private involvement so that new members aren't confused. Member Keefer stated that The Sage Meadow Pickleball Club is a nonprofit and has nothing to do with HOA. The goal is to get all these public and private entities together for the common goal of public courts.

Vice President Foott asked about a timeline from now until opening public courts. The club needs about thirty thousand dollars and that bid came from school district and for their property. The club would look at many avenues for fundraising. Interim Executive Director Snead said SPRD has budgeted fifty thousand with five thousand of that of capitol out of the general fund for pickleball and SPRD has already applied for a grant towards the process. Heath would like an update on how the club is doing every few months.

Treasurer Tehan asked if the language about accepting dues is allowed. Interim Executive Director Snead will investigate it but mentioned that SPRD's SDAO lawyer reviewed it.

Member Keefer moved to accept the Sisters Country Pickleball Club agreement as presented. Vice President Foott seconded. Motion carried unanimously.

7. Consider approval of the Outlaw Volleyball Club Committee agreement (Courtney Snead, Interim Executive Director):

- Cover memo
- Committee agreement

Rory Rush is here to represent the Outlaw Volleyball Club; she is the current director. The club provides lower cost opportunity to play volleyball locally during the shoulder season. Tryouts are in November or December and the



season goes through March. This is a new agreement for an existing committee. Treasurer Tehan moved to approve the Outlaw Volleyball Club agreement as presented. Member Keefer seconded. Motion carried unanimously.

8. Consider approval of the Outlaw Lacrosse Club Committee agreement (Courtney Snead, Interim Executive Director):

- Cover memo
- Committee agreement

Peggy Houge is here to represent the Outlaw Lacrosse Club; she is the former chair and now the treasurer. This is one of the most involved committees within our current committees. Interim Executive Director Snead expressed thanks to Peggy and she did the same. Member Keefer expressed thanks for such an engaged lacrosse committee as you don't always see that in such a small community. This club has a great partnership with school district. Peggy thanked everyone for being so involved in the finances. This is a new agreement for an existing committee.

Vice President Foott moved to approve the Outlaw Lacrosse Club Committee agreement as presented. Treasurer Tehan seconded. Motion carried unanimously.

9. Consider approval of the Sisters Farmer's Market Committee agreement (Courtney Snead, Interim Executive Director):

- Cover memo
- Committee agreement

Rachel, the current director of the Sisters Farmer's Market, was unable to be present at the board meeting so Interim Executive Director Snead said that this agreement is roughly the same as other committee agreements. Generally, the market brings in five to six thousand dollars per year. The market updated their marketing plan this year and hired outside help, which led to a change in day and time which has seemed to be successful so far. SPRD has been more involved this year than in previous years and will soon have a presence at the market.

Member Keefer moved to approve the Sisters Farmer's Market Committee agreement as presented. Vice President Foott seconded. Motion carried unanimously.



10. Consider approval of resolution 2020-01, establishing annual procedures for the Sisters Park and Recreation District (Courtney Snead, Interim Executive Director):

- Cover memo
- Resolution 2020-01

Interim Executive Director Snead said that this type of resolution is best practice for public agencies. She suggested postponing this item until new officers are elected in September.

Member Keefer asked that attorney of record be changed to risk management because SDAO cannot be the attorney of record.

11. Consider approval of FY2019-20 event calendar for SPRD events (Courtney Snead, Interim Executive Director):

SPRD is canceling Sisters Homebrew Festival this year due to not having enough home brewers so late in the game and may cancel it permanently as it doesn't fit current mission. During needs assessment interviews, Interim Executive Director Snead received feedback saying that SPRD is doing too many things and should focus more on the mission. Fundraising benefactors have been identified for each event going forward, such as scholarships, the bike park, etc. Senior Olympic Games didn't happen this year due to not enough interest, but SPRD may hold a pickleball tournament next year in its place. Event Coordinator Rackowski is also working on a Night at the Orient event for January or February of 2020.

President Tryens asked about the Volunteer Fair and bringing it back, Administrative Assistance Seeley will speak with Sharlene Weed at Habitat for Humanity as that was the partnership in 2018.

Member Keefer suggested that SPRD donate to Sisters Trail Alliance for their help with Crest the Cascades. Interim Executive Director Snead said that the offer was made this year but that they turned it down for more focus on marketing.

12. Consider approval of a professional service contract with I and I Crystal Cleaning Company not to exceed \$16,000 (Courtney Snead, Interim Executive Director):

- Cover memo
- Professional services agreement



Everything is going well with this cleaning company. There were some bumps at first while each party figured out what it needed but SPRD is willing to extend the contract into next year. Three quotes were received, and all were scored using a unique scoring system.

Treasurer Tehan moved to approve the contract as presented. Vice President Foott seconded. Motion carried unanimously.

13. Consider authorizing Interim Executive Director to sign a service agreement for merchant services with CardConnect:

- Cover memo
- Rates analysis

Interim Executive Director Snead apologized for adding this item today, but she was finally able to speak to this company about their services. SPRD would save money using this company per analysis. They charge a 2.4% rate. The current company isn't PCI compliant and Vermont Systems (RecTrac) recommended this one. There are two options: lease or purchase equipment. Staff is suggesting leasing as the warranty will last longer.

Vice President Foott asked how long the equipment lasts and President Tryens asked if we have a contract with current company. Interim Executive Director Snead will follow up on both and get back to the board with those answers.

Vice President Foott moved to approve the contract as presented. Treasurer Tehan seconded. Motion carried unanimously.

14. Other business

- None

15. Updates from Board members and/or executive director

Treasurer Tehan and Member Keefer are on the sub-committee for finance. SPRD lost the spring softball championship but there will be another league in the fall. Every board member played at least one game during the season. President Tryens suggested SPRD has a welcome party for our new director and the new folk festival director and any other new leaders to the community, could be a partnership with the Chamber and the City as well since Cory is new this year. Interim Executive Director Snead has been creating a ten week on-boarding plan for Jennifer that will be shared with the board at the next meeting. President Tryens would like to take her to different meetings around the community (Rotary, Lions Club) and introduce her to



everyone. Courtney attended the first City Vision Implementation Team meeting today and said it was a great conversation and that SPRD has six action items. The Glory Daze Car Show went very well and was a great community get together in honor of a wonderful man and dedicated volunteer to SPRD. Courtney has now been referred to as Interim Office Manager due to the activities she's currently doing. She and Jen will determine what that title looks like once Jen arrives. Member Keefer had an update on the lease agreement with the school district, which is back to two agreements, one for the building and another for the surrounding property. Attorneys are currently looking over them and will provide feedback to move forward. There is a Board training on 8/13, Jen will attend, Heath and Peggy will not. Folk Festival will be using the high school and SPRD parking lot for RVs during the event which is a partnership with the school district and folk festival committee. Vice President Foott would like to be sure no trash is left behind and suggested SPRD be open to provide showers or other things for visitors. Treasurer Tehan reminded everyone that SPRD needs to reapply for the credit line so that agenda item will be added to the next meeting.

16. Discuss the board meeting schedule:

The next meeting will be August 6th at a time to be determined and it will be the only meeting in August. The next regular board meetings will be September 3rd and 17th. The board will return to the 2nd and 4th Tuesday meeting schedule in October.

17. Adjourn Meeting: 7:33pm

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on September 3rd, 2019.