



**Sisters Park & Recreation District
Board of Directors Business Meeting
Tuesday, September 17, 2019 at 5:30pm**

1. Call Meeting to Order – Jeff Tryens, Board President

- Reminders: none
- Adjustments and/or Approval of Agenda

The Board of Directors meeting was called to order by President Tryens at 5:27pm on September 17, 2019 at the Coffield Center located at 1750 W McKinney Butte Road.

Board members present: Jeff Tryens, Peggy Tehan, Heath Foott, and Bob Keefer. Rosemary Vasquez was not in attendance.

Staff members present: Jennifer Holland, Executive Director, Chad Rush, Recreation Programs Director, Carissa Gascon, Education Programs Director, Shannon Rackowski, Events Coordinator, Courtney Snead, Interim Business Manager, and Mandee Seeley, Recording Secretary

Visitors present: none

Reminders: none

Adjustments and/or approval of the agenda

Treasurer Tehan moved to approve the agenda as presented, Member Keefer seconded, motion carried unanimously.

2. Welcome Visitors

a. Public comment period: none

Sue Stafford from the Nugget Newspaper was in attendance.

3. Consider approval of meeting minutes (Jennifer Holland, Executive Director):

a. September 3, 2019 special meeting minutes

Treasurer Tehan moved to approve the meeting minutes from September 3rd as amended, Member Keefer seconded, motion carried unanimously.

4. Consider approval of SPRD financials

(Peggy Tehan, Board Treasurer & Courtney Snead, Interim Business Manager):

- a. Cover Memo
- b. June 2019 financials
 - i. Board summary report, balance sheet, profit and loss statement
- c. July 2019 financials



i. Balance sheet, profit and loss statement

There was discussion regarding the June 2019 financials.

Member Keefer motioned to approve June financials as presented, Vice President Foott seconded, motion carried unanimously.

There was discussion regarding the July 2019 financials.

Member Keefer moved to approve July financials as presented, Vice President Foott seconded, motion carried unanimously.

5. Other business:

a. Summer Special Events Presentation (Shannon Rackowski, Events Coordinator)

i. Presentation by staff to recap summer events

Executive Director Holland introduced Event Coordinator Shannon Rackowski and announced that staff will begin coming to meetings with program updates.

Summer Kickoff: This was the first year this event was held, and more revenue was received than expected. Moving forward, this event will be combined with the volunteer fair for 2020 and six agencies have confirmed with more interested in joining. Per parent feedback, suggestions were made that summer activities are announced earlier, and this event will happen two weeks prior to the previous date. The District will also be inviting more recreation providers next year.

Crest the Cascades: There was an increase in attendees from 2018 to this year, as well as revenue and net income. Treasurer Tehan asked if the District paid Sisters Trail Alliance for their assistance, Shannon stated that they denied payment this year but will probably request payment next year. The District will continue to host the event in 2020 but there will be more conversation around letting STA have it.

Glory Daze Car Show: Attendees, revenue and net income increased compared to the 2017 event. The event wasn't held in 2018. This year had the best attendance of any year prior. One new element for 2020 and going forward will be that winner's car will go on the t-shirts for the following year.

Hawaiian Luau: The District raised \$500 for scholarships this year. Every year, there is a new headliner and a different menu. Member Keefer would like more board participation and volunteers to help reduce staff costs going forward. The District will also be working on better brand awareness going forward. Cycle Oregon will be approached, along with other avenues, for



marketing Crest the Cascades. The board discussed street banners and the school district board at their district office.

Due to feedback, the Senior Health Fair has changed the day and time. It was held at the District for two years and will now be held at the fire station for two years. It is scheduled for October 10th.

b. Needs Assessment Review and Update (Jennifer Holland, Executive Director; Chad Rush, Recreation Programs Director)

i. Presentation by staff

ii. Needs Assessment results included in packet

The needs assessment online survey was emailed to the District's entire database, posted on social media and placed on the website. Interviews were conducted with staff, partners and committees. There are approximately fourteen thousand people within district boundaries, and there was a 3% response rate. 42% of households who filled out survey had children in them. 67% were users, 28% were non-users. Key findings included a community pool being highly popular, more family and adult activities, pickleball for all, more consistency in staff and leadership at the District, and working better with community partners to serve Sisters Country as a whole. A review process and timeline will be presented at the October 8th board work session. President Tryens would like more specific data, he will be meeting with Director Holland and Recreation Director Rush to discuss. Member Keefer would like to see a comparison of the focus groups from 2016. Conversation was had about results and changes to make moving forward, along with different ways to engage more people and non-users. The next board meeting will include strategic plan discussions.

6. Executive director report and board member updates

a. Camera Update

Director Holland stated that the District has functioning cameras, but they aren't good enough quality and couldn't assist with an arrest if necessary. Facilities Coordinator Gassen received a quote to upgrade to 4k quality, add cameras, and increase DVR storage for just over five thousand dollars. The District will look at better security for the facility by increasing the alarm system to cover the entire building and will come back for board action at October 8th board meeting.

Education Director Gascon stated that last year the District sold 266 slots for the after-school program, this year there are 462 for the month of September alone, with a wait list. The District is in the process of hiring another staff member to open a second classroom and split the classes between grades K-2 and 3-5 to meet the need of our community. This program is promoted as enrichment and not simply daycare. One new staff member was hired this year who's been more involved and brought more activities for the kids to do.



Education Director Gascon will also be inviting community members to come teach the kids different things and partnering with the aspire program. Member Keefer stated that this is a win the District needs to communicate to the public.

SOAR Foundation update: Tom Bracken went through SOAR formation documents. The goal now is to bring the old board back together to appoint new board members and review the vision. SOAR is its own 501c3 foundation and can apply for grants and go after tax deductible funds.

Pickleball update: The agency that built two courts in Sisters are coming to review courts at the elementary school. A use agreement has been in discussion with the school district. It is a work in progress, but they want to move forward. The City will be included in conversation as the property will change hands eventually.

b. Feedback on board packet

Director Holland asked if the board would like only a memo if there is a board action to be taken or a memo for everything. They would like one memo and for there to be executive summaries added. The board stated that they enjoyed having staff members present to discuss and update them on their specific programs.

7. Adjourn Meeting

President Tryens adjourned the meeting at 8:01pm.

Upcoming Meetings/Special Events:

- Saturday, September 28, 2019 SPRD Community clean-up
- Tuesday, October 8, 2019 Board work session
- Thursday, October 10, 2019 Senior Health Fair
- Tuesday, October 22, 2019 Board business meeting
- Fri-Sat, November 1-2, 2019 Happy Girls Run
- Tuesday, November 12, 2019 Board work session
- Tuesday, November 26, 2019 Board business meeting
- Tuesday, December 10, 2019 Board business meeting**

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on October 22, 2019.