



**Sisters Park and Recreation District  
Board of Directors Business Meeting  
5:30pm Tuesday: October 22<sup>nd</sup>, 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 October 22<sup>nd</sup>, 2019 at the Coffield Center located at 1750 W McKinney Butte Road.

Board members present: Jeff Tryens, Peggy Tehan, and Rosemary Vasquez.

Absent: Heath Foott and Bob Keefer.

Staff members present: Jennifer Holland, Executive Director, Chad Rush, Recreation Programs Director, Carissa Gascon, Education Programs Director, and Mande Seeley, Recording Secretary

Visitors present: none

Reminders: none

Adjustments and/or approval of the agenda

Adjustments: changed financials to be presented by Executive Director Holland as Interim Business Manager Snead is not in attendance

Treasurer Tehan moved to approve the agenda as amended. Secretary Vasquez seconded. Motion carried unanimously.

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

none

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

- September 17, 2019 business meeting minutes don't specify who was in attendance
- October 8, 2019 work session minutes (payroll cost concerns, staff was going to bring reevaluation payroll after October) page 2 – Hawaiian luau new paragraph after sentence, under other business change to Shannon did a great job instead of thanking for her coming back

Treasurer Tehan moved to approve minutes as amended. Secretary Vasquez seconded. Motion carried unanimously.



**4. Consider approval of August financials (Jennifer Holland, Executive Director):**

- Cover memo
- FY2019-20 budget v actual through 10/17/19
- August 2019 financials
- Updated cash flow analysis for JASON months

Executive Director Holland will be doing quarterly analysis moving forward. Staff has included budget v actual in addition to August financials. Structure of report is different, there are now five categories, requested by Treasurer Tehan. Staff is requesting guidance from board on which summary they would prefer. Treasurer Tehan caught calculation errors and made suggestions, updated to reflect.

Treasurer Tehan met with Executive Director Holland and Interim Business Manager Snead to discuss financials prior to this meeting. August was the first month with the new credit card machine and provider. The District was supposed to be charged 2% flat fee and August was 4 ½ %. Interim Business Manager Snead will be looking into why it's different than what they told us it would be. Areas of concern are highlighted, with the main concern payroll. Executive Director Holland will be planning one on ones with each board member to go over concerns and staffing.

Rotary asked what percentage of District income comes from property taxes. President Tryens would like to see variance column that is calibrated by how much it was off in place of another column. Red for way off, yellow for a little off, green for on track. He would also prefer the summarized option that board can review quickly and see most important factors. Agreement that summarized copy goes out to board moving forward and Treasurer Tehan will request more detailed information.

Treasurer Tehan moved to approve August 2019 financials as presented. Secretary Vasquez seconded. Motion carried unanimously.

**5. Consider approving resolution 2020-03, adopting financial management policies of the District (Jennifer Holland, Executive Director):**

- Cover memo
- Resolution 2020-03 and policies

This document was reviewed at the previous meeting, changes are included in cover memo. Additionally, President Tryens met with Executive Director Holland regarding other changes. Staff changed cost recovery pyramid to cost recovery model, identified internal controls, adjusted language to reflect separation of duties regarding bank deposits, bonded removed per SDAO. The biggest step to this process is implementing a financial policy. More changes to include unnecessary underlining and formatting.



Vasquez moved to approve resolution 2020-03 as amended. Tehan seconded. Motion carried unanimously.

**6. Consider approving resolution 2020-04, disposing of three district vehicles (Jennifer Holland, Executive Director):**

- Cover memo
- Resolution 2020-04, disposing three district vehicles

There are currently three vehicles being stored on District property that aren't being used. The District will attempt sell through an off-site auction and the person who purchased would come get them. Treasurer Tehan suggested looking into scrap metal value, Executive Director Holland will contact Davis Towing.

Tehan moved to approve resolution 2020-04 as presented. Vasquez seconded. Motion carried unanimously.

**7. Consider authorizing the executive director to sign an agreement with Housing Works to provide third party billing for SPRD patrons:**

- Cover memo
- Draft agreement

Housing Works reached out to staff in April wanting to partner to assist families living in both of their housing complexes in Sisters who qualified for the District scholarship. The agreement states they will pay up to \$250 per family, not to exceed \$2,000 per fiscal year. They will also invite the District to have a table at events and to host programming in their community rooms, increasing access and awareness of the District. President Tryens asked what ABN and ROI were and had some grammatical change suggestions. He was also curious if events were open to public, Executive Director Holland said it looks like they are and will confirm with Housing Works. Rosemary asked what MOU stood for – memorandum of understanding.

Treasurer Tehan moved to authorize the executive director to sign an agreement with Housing Works to provide third party billing for SPRD patrons. Secretary Vasquez seconded. Motion carried unanimously.

**8. Consider accepting a printer donation from St. Charles:**

- Cover memo
- Printer description and value

St. Charles reached out to the District with a printer donation offer valued at greater than \$2,399 that can print 75,000 pages per month. Long term maintenance only includes toner and no service contract is involved. Installation costs are being saved by Facilities Coordinator Gassen handling those.



Secretary Vasquez moved to approve accepting a printer donation from St. Charles. Treasurer Tehan seconded. Motion carried unanimously.

#### **9. Strategic Plan update:**

- Cover memo
- 2020-2022 strategic plan timeline
- Appoint two board members to a strategic planning sub-committee

The new strategic plan timeline includes a staff retreat, recommended by Bend Park & Recreation District at the ORPA conference. Executive Director Holland will compare staff and board SWOT analysis to move forward, then engage public to invite them to weigh in, to be adopted in January. She spoke to Clark Brody regarding facilitating the board retreat and will speak to him further. George Dunkel was not available, and no one was sure if Jeff Campbell was still in town. Member Keefer offered to help facilitate the staff retreat. President Tryens asked how staff will move forward with people who expressed interest in participating. Executive Director Holland will reach out to them directly and speak with each board member and choose a sub-committee.

Treasurer Tehan moved to approve executive director to form strategic plan sub-committee. Secretary Vasquez seconded. Motion carried unanimously.

#### **10. Consider authorizing executive director to apply for an SDIS safety grant for \$5,000 with an SPRD match of \$5,000:**

- Cover memo
- SDIS safety and security program guidelines

Staff would like to upgrade and increase the number of cameras in and outside of the District building, install three trilogy lock pads, and expand the facility alarm to include the entire building. The districts \$5,000 match would come from the capital improvement and capital equipment budget.

Secretary Vasquez moved to authorize executive director to apply for an SDIS safety grant for \$5,000 with an SPRD match of \$5,000. Treasurer Tehan seconded. Motion carried unanimously.

#### **11. Other business:**

Executive Director Holland will send a board email this week to include key takeaways from ORPA conference. President Tryens says the reports are terrific and he appreciates the data.

#### **12. Executive Director report and board member updates**

Things are going well. The District softball team won last game but lost championship. Events Coordinator Rackowski is looking for more volunteers for the Happy Girls Run event the first weekend of November. The board meeting



schedule will be updated for them. Gymnastics is going very well, and we've added more classes.

Peggy heard back from First Interstate Bank and the credit line has been approved. She also mentioned the local senior guide didn't mention Sisters other than volunteering for the church luncheon.

Executive Director Holland and President Tryens will meet with Kiwanis. Sisters Athletic Club has a billboard the District could put flyers on, as well as the Open Door restaurant.

President Tryens asked if the District has any joint programming with the Lodge, not at this time. Events Coordinator Rackowski will be having a recap meeting tomorrow about the Senior Health Fair, Executive Director Holland will attend. Master Chen is coming back for Tai Chi and he is involved in the new Night at the Orient event. Treasurer Tehan will teach beginner ukulele class starting this Thursday for 5 weeks.

### **13. Adjourn the meeting:**

President Tryens adjourned the meeting at 7:11pm.

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on November 19, 2019.

### **Upcoming Meetings/Special Events:**

- Fri-Sat, November 1-2, 2019 Happy Girls Run
- Wednesday, November 6, 2019 Board retreat 4:00pm-8:00pm
- Tuesday, November 19, 2019 Board business meeting 5:30pm-7:30pm
- Tuesday, December 3, 2019 Board work session 5:30pm-7:30pm
- Tuesday, December 17, 2019 Board business meeting 5:30pm-7:30pm