



**Sisters Park & Recreation District
Board of Directors Work Session
Tuesday, January 14, 2020- 5:30 -7:30 p.m.**

1. Call Meeting to Order – Jeff Tryens, Board President.....5 min.
 - a. Reminders
 - b. Adjustments and/or approval of agenda

Attendees: Jeff Tryens, Bob Keefer, Rosemary Vasquez, Jennifer Holland, Mandee Seeley, Chad Rush, and Carissa Gascon

Absent: Peggy Tehan, Heath Foott

President Tryens called the meeting to order at 5:35pm. No reminders.

Secretary Vasquez moved to approve the agenda as presented. Interim Vice President Keefer seconded. Motion carried unanimously.

2. Local Option Levy Allocation Follow-up – Jennifer Holland, Executive Director.....5 min.
 - a. Cover Memo

Board and staff should be able to speak to the community about how funds from the levy were allocated. After school should be at 34% and it's at 29%, within reasonable margin of error. The 9% for savings wasn't part of original pie chart of where funds would be spent. Executive Director Holland would like to update the board on these stats quarterly. President Tryens asked if any funds are being carried over each year, Interim Vice President Keefer says there wasn't a motion but it's a good discussion for a later date. There is a spelling error that needs to be fixed. Interim Vice President Keefer says this is a great start on tracking these things, so the District is staying true to its word to the public.

3. Mid-year Report- Jennifer Holland, Executive Director.....15 min.
 - a. Cover Memo
 - b. PowerPoint Presentation

The first quarter report focused on finances, Executive Director Holland wants to show a bigger picture with the midyear report, and staff has been gathering more data to reflect that. Data is based on the first half of FY18/19 and FY19/20. The District added 14 new programs, increased special event attendance by 25%, established attendance tracking protocols for better data, 89% of tax revenue has been received to date, 47% of subsidy has been utilized. Program participation was discussed; participation has almost doubled since last fiscal year at this time. Interim Vice President Keefer would like recreation visits shown as it tells a different story. The largest growth in recreation program registrations



was in fitness and there was growth in all programs except youth athletics due to middle school sports going back to the school district. Discussed program participation by age, majority youth but adult numbers have increased. Scholarship allocation and utilization discussed. Less than 25% has been utilized thus far this fiscal year. President Tryens asks if the District is still allocating funds this year since the 20k amount has been reached. Executive Director Holland said yes, but staff will continue to monitor it and approach the board if it gets close before the end of the fiscal year. Nearly 40 families currently have a scholarship. Program revenue discussed, does not include tax revenue, the District is at 13k more than this time last year even with middle school sports revenue loss. Expenditures discussed; special events need overhaul as they're currently subsidized, total expenditures increased 15% compared to last year. The District is at 44% for what was budgeted so it is still under. Interim Vice President states importance of using volunteers for special events to keep costs down. Subsidy usage discussed, increase of 52k this year. Education isn't utilizing any subsidy this year, currently at 47% total. Next steps include continuing to evaluate cost saving measures, increase marketing of all programs, promote scholarship program, and determine best cost recovery methodology that fits District needs. President Tryens would like to see the District manage overhead rate and how it changes year after year to show investment is paying off. He will meet with Executive Director Holland later to discuss.

4. Proposed Budget Adjustment Review - Jennifer Holland, Executive Director.....30 min.
 - a. Cover Memo
 - b. Proposed adjusted budget

Adjustments need to be made due to information not available during the budget process. There is no requirement to reconvene the budget committee, but there are changes with administration, recreation, and education programs. Salmon color means there are changes to line item; pink is change to category level. Many changes proposed, discussion was had. President Tryens asked for clarification on 9% and how it gets distributed from contingency and levy. Executive Director Holland to circle back after speaking with Interim Business Manager Snead. The next board meeting will include a resolution to allow staff to adjust budget. Interim Vice President Keefer would like the District to eventually get to a consent calendar.

5. FY 20/21 Budget Housekeeping- Jennifer Holland, Executive Director.....10 min.
 - a. Cover Memo
 - b. Draft SPRD budget committee member application
 - c. Draft budget committee vacancy press release
 - d. Draft FY20/21 budget calendar

The District currently has one vacancy for the budget committee. The goal is to interview applicants at the February 11th meeting and to appoint someone at the February 25th meeting. Board discussed changes to application, remove question two. Board agreed that the recruitment time frame looks great. Proposed budget calendar should be



adopted at January 28th meeting along with budget adjustments. March meetings changed to 3rd and 24th due to board and staff conflicts.

- 6. Board Committee Discussion- Jennifer Holland, Executive Director.....5 min.
 - a. Cover Memo

The board currently has a financial oversight committee, a human resources committee, and a temporary strategic plan committee. Staff proposed to keep it at those three for right now, board agreed.

- 7. Executive Director Evaluation Update- Jeff Tryens, Board President.....5 min.

President Tryens and Secretary Vasquez met with Executive Director Holland last week to review board evaluations. The formal evaluation will be performed at her one-year anniversary in September, and her goals should be related to strategic plan goals.

- 8. Other business

Time change for board meetings discussed. Executive Director Holland to create proposal, speak to Peggy, and present to board at January 28th meeting. Staff is currently trying to put an SPRD team together for the dodgeball tournament. Executive Director Holland and Recording Secretary Seeley met with Bonnie Malone yesterday. She has left the Rodeo Association and is willing to help us with marketing, fundraising, and volunteering. Secretary Vasquez mentioned that the SOAR Foundation would also like to speak to Ms. Malone about joining their board. Night at the Orient is scheduled on Super Bowl Sunday, and it's also the night a democratic candidate will be in town, so staff is currently looking at changing that date. The first full weekend in February is the SDAO conference in Seaside and Interim Vice President Keefer, Executive Director Holland, and Interim Business Manager Snead will all be there.

- 9. Adjourn Meeting: 7:20pm

Upcoming Meetings/Special Events:

January 16, 2020	District Holiday Gathering
January 18-19, 2020	Shootout #1
January 26, 2020	Sisters Co-ed Dodgeball Tournament
January 28, 2020	Board of Directors Business Meeting
February 2, 2020	Night at the Orient
February 11, 2020	Board of Directors Work Session
February 15-16, 2020	Shootout #2
February 25, 2020	Board of Directors Business Meeting

Respectfully submitted,
 Mandee Seeley, Recording Secretary
 Approved by the Board of Directors on January 28th 2020.