



**Sisters Park & Recreation District  
Board of Directors Business Session  
Tuesday, January 28, 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, Board President, Bob Keefer, Board Vice President, Peggy Tehan, Board Treasurer, Jennifer Holland, Executive Director, Carissa Gascon, Education Programs Director, Chad Rush, Recreation Programs Director, Mande Seeley, Recording Secretary

Absent: Rosemary Vasquez, Board Secretary, Heath Foott, Board Member

President Tryens called the meeting to order at 5:34pm.

No reminders.

Adjustments: #3 should say Jennifer Holland as Rosemary is absent.

Treasurer Tehan moved to adopt the agenda as amended. Vice President Keefer seconded. Motion carried unanimously.

2. Welcome visitors- Jeff Tryens, Board President.....5 min.
  - a. Public comment period

None.

3. Consider approval of meeting minutes- Jennifer Holland, Executive Director .....5 min.
  - a. December 17, 2019 business meeting minutes
  - b. January 14, 2020 work session minutes

Jan 14<sup>th</sup> should say Heath was also absent.

Vice President Keefer moved to adopt the minutes as amended. Treasurer Tehan seconded. Motion carried unanimously.

4. Consider approval of Oct. & Nov. Financials-Jennifer Holland, Executive Director.....15 min.
  - a. Cover memo
  - b. October 2019 financials
  - c. Cover memo
  - d. November 2019 financials

The board has discussed October and November financials at a previous meeting, but chose not to approve until Treasurer Tehan returned. She highlighted areas where the District is on and off track, the only things off are grants and donations. The District is doing better in charges and services than shown on summary. Cash carryover isn't considered in audited statements, but it is for the budget. Only \$10,000 was taken out



for the line of credit instead of \$75,000. Budgeted tax revenue for November brought in \$24,000 more than projected. The District is about \$56,000 ahead in the bank account than budgeted for. Most of the concerns Treasurer Tehan had are being itemized on the budget resolution. President Tryens would like to see better budget projections with new hire of Business Manager. Board agrees staff is doing a great job.

President Tryens wants to start the discussion about the future of the preschool classes currently housed at the elementary school. Carissa to meet with preschool parents in February and has already met with her staff regarding solutions. Executive Director Holland met with the principal at the elementary school and it's nearly a sure thing that the District will lose those two classrooms.

Treasurer Tehan moved to approve October and November 2019 financials as presented. Vice President Keefer seconded. Motion carried unanimously.

- 5. Consider approval of consent calendar procedure- Jennifer Holland, Executive Director.....10min.
  - a. Cover memo

A consent calendar is a way to have one motion that approves multiple items that have already been discussed, or routine items. While creating the agenda, President Tryens would identify items to approve and they would be listed with documentation. Those items would then be emailed to the board with the packet so there is time to ask questions prior to the meeting. At the meeting, the board would bring it up and ask if anyone would like to remove an item for further discussion. President Tryens would then decide if discussion would take place right then or later. Treasurer Tehan says that the board just needs to be prepared at each meeting, so they are ready to say whether they want to remove an item. Consent calendar procedure approved on an interim basis.

- 6. Consider approval of consent calendar- Jeff Tryens, Board President.....5 min.
  - a. Resolution 2020-05
  - b. FY20/21 budget calendar
  - c. Board of Director Committees

Vice President Keefer moved to approve items B and C as presented and discussion for A moved to #7. Treasurer Tehan seconded. Motion carried unanimously.

- 7. Consider approval of Resolution 2020-05, authorizing an increase in appropriations to recognize unanticipated revenue and expenditures in the general fund for FY2019-20.....10 min.

The changes proposed are less than 10% so the budget committee does not need to be recalled. Budget changes discussed. Treasurer Tehan expresses concern that in the future the District's current expenditures can't be maintained without the levy money and wants board and staff to stay vigilant about moving forward. Executive Director Holland has been testing out new cost analysis procedures with management staff and will be presenting them to the board in February. Typo on page 2.

Vice President Keefer moved to approve resolution 2020-05 as amended, Treasurer Tehan seconded, motion carried unanimously.

- 8. Consider approval of 2020-2022 Strategic Plan – Jennifer Holland, Executive Director.....20 min.
  - a. Cover memo



b. Draft 2020-2022 Strategic Plan

Management and staff completed a needs assessment, SWOT analysis, and obtained community feedback to gather data for the strategic plan. The board committee and staff got together to identify themes and to review the draft plan. There is a one-page summary that highlights the most important information. Three areas that really resonated were programs and services, marketing, and management. The document includes outcomes, performance measures, and targets. President Tryens would like a narrative for the public once finalized. Changes discussed.

Vice President Keefer motioned to approve the 2020-2022 strategic plan as amended. Treasurer Tehan seconded. Motion carried unanimously.

- 9. Authorize payment to Special District Insurance Services (SDIS) in the amount of \$15,862 for the 2020 liability insurance premium- Jennifer Holland, Executive Director.....5 min.
  - a. Cover memo
  - b. SDIS invoice for 2020 liability insurance

The District’s insurance premium is due, and the amount is above director authority.

Treasurer Tehan moved to authorize payment to SDIS in the amount of \$15,862. Vice President seconded. Motion carried unanimously.

- 10. Consider time adjustment for upcoming board meeting- Jennifer Holland, Executive Director.....5 min.
  - a. Cover memo

Executive Director Holland proposed starting future board meetings at 4:30pm instead of 5:30pm. Discussion regarding concern that public won’t be able to attend if they work until 5pm. Staff could move public comment to the end of the meeting instead of the front in case someone does show up. Budget meetings will continue to stay at 5:30pm. Board will adopt the new time on a trial basis.

- 11. Executive Director Evaluation Update and goals - Jeff Tryens, Board President.....5 min.
  - a. Discuss evaluation and goals

Goals for the executive director were presented and are to be achieved within a 7-month time frame. At the end of this period, the board HR committee will get together to discuss, then bring back to the board. The board had no objection to goals and will continue to have the committee monitor progress.

- 12. Other business

None.

- 13. Executive director report and board member updates

The District received 3 applications for the business manager position. Interviews will be held during week of February 11<sup>th</sup>. Citizens 4 Community (C4C) contacted Executive Director Holland to attend a meeting this week regarding the community center goal in the City’s Vision. The budget committee application is on the home page of the District website and will be added to next Wednesday’s email newsletter. Night at the



Orient has been rescheduled to 2/23. Executive Director Holland received feedback regarding the word orient and it being offensive to some. While the District did speak to Master Chen about this prior to using the word, it will not be used moving forward. A high school dance will be at the Coffield Center on 2/22. The District received quotes between thirty and fifty thousand dollars for hardwood floors being put into the fitness room.

14. Adjourn Meeting

President Tryens adjourned the meeting at 7:01pm.

**Upcoming Meetings/Special Events:**

February 11, 2020	Board of Directors Work Session
February 15-16, 2020	Shootout #2
February 23, 2020	Night at the Orient
February 25, 2020	Board of Directors Business Meeting

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on February 25<sup>th</sup>, 2020.