



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

August 24, 2021- 4:30-6:30 p.m.

- 1. Call meeting to order – Heath Foott, vice president.....1 min.
 - a. Adjustments and approval of agenda

Board members in attendance: Heath Foott, board vice president, Peggy Tehan, board treasurer, Jeff Tryens, board secretary,

Absent: Bob Keefer, board president, Molly Baumann, board member

Staff attendees: Jennifer Holland, executive director, Sarah Hyatt, business operations manager, Tanner Cornwell, program supervisor

Vice President Foott called the meeting to order at 4:30 pm.

No reminders.

- No adjustments. Welcome visitors –Heath Foott, vice president.....5 min.

- a. Public comment period (read any public comments submitted via email or mail)

Visitors: None

Public comments: None

- 2. Review and consider approval of consent calendar - Jennifer Holland, executive director.....5 min.
 - a. June financials

Executive Director Holland reviewed the item on the consent calendar and informed the board the July minutes will be on the calendar at the next business meeting. The June financials have not changed substantially from when they were originally presented in draft form. Holland also brought to the attention of the board the issue of committee fees for this past fiscal year. Due to committee inactivity, it wasn't feasible to charge them. After providing the committees with grants, it would not be appropriate to charge a percentage of that. This is something the management team will review and revise going into next fiscal year.

Secretary Tryens moved to approve the consent calendar; Treasurer Tehan seconded. Motion carried unanimously.

- 3. Receive draft July financials – Sarah Hyatt, business operations manager10 min.

Business Operations Manager Sarah Hyatt presented the draft financials to the board. She mentioned that the numbers are incomplete as it is the first month of the financial year and that the budgeted numbers will not be inputted into QuickBooks until August. She also noted that the balance sheet and profit and loss statement do not contain payroll for the month. They are manually entered, which is reflected in the percentages. She also reported that the district received a grant in the amount of \$72k for playground program and recreation van.

- 4. 4th quarter financial and operations report - Sarah Hyatt, business operations manager and Jennifer Holland, executive director.....25min.



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Business Operations Manager Sarah Hyatt provided an in-depth review of the 4th quarter financials. Executive Director Holland then reviewed the scholarship utilization for the quarter, stating that there was a higher utilization this quarter. Vice president Tryens noted that the Lt. Salisbury scholarship had not been used. Executive Director Holland explained that this scholarship is dedicated to specific programs and that those programs were not able run this year. She has recommended to Ralph Salisbury, the donor, that this scholarship merge with the other SPRD scholarship, applying it towards programs that align with the original intent. Closing out the quarterly report, Executive Director Holland updated the board on the district's strategic plan.

5. Executive Director report
 - a. Meeting calendar
 - b. 6-month outlook
 - c. Logo update

Executive Director Holland informed the board that the 6-month outlook has been updated to reflect the committee date changes. Recruitment for budget committee members will start sooner than past years. She has informed the board that the district is no longer looking to update the logo soon. She is looking to revisit this closer to the district's anniversary.

6. Board Member updates

Treasurer Tehan asked if the district is having the same hiring issues as Bend Park & Recreation District. Executive Director Holland stated that she recently met with Bend Park & Recreation District to discuss those challenges, that they too are facing.

7. Vice President Foott adjourned the meeting at 5:44 pm.

Respectfully submitted,

Sarah Hyatt, Recording Secretary

Approved by the Board of Directors on 10/26/2021