



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

June 21, 2022- 4:30-6:30 p.m.

Call meeting to order

Treasurer Tehan called the meeting to order at 4:31 p.m. No adjustments were made to the agenda.

Board members in attendance: Bob Keefer, board president (via Zoom), Peggy Tehan, board treasurer, Jeff Tryens, board secretary, Molly Baumann, board member (via Zoom).

Board members absent: Heath Foott, board vice president.

Staff members in attendance: Jennifer Holland, executive director, Britney Steigleder, accounting clerk, Sarah McNeale, recording secretary. Julia Conrad, program coordinator, joined at 5:41 p.m.

Guest: Scott Fregonese, 3J Consulting.

Welcome visitors

Treasurer Tehan noted that, other than the guest presenter, there were no visitors and no comments submitted.

Receive update from 3J Consulting on the resent recreation programming needs assessment

In May, the district hired 3J Consulting to conduct a recreation programming needs assessment to gain a better understanding of current wants and needs from the community. Scott Fregonese, of 3J Consulting, joined via Zoom to present the results of survey.

Key takeaways from needs assessment include:

- Programming for all ages with more variety. Senior programs, increased child care, and outdoor recreation programs were specifically called out in each focus group.
- Improved systems to allow for better information distribution and registration.
- Community wants to see new recreation amenities to include pickleball courts, community pool, and an ice-skating rink.

Top district needs identified by focus groups:

- Staffing long term qualified employees
- Better branding, information sharing
- Funding (low permanent tax rate)
- Improved Website & registration process
- Consistency

Overall, most participants spoke positively about SPRD, and the lone dissatisfied participant attributed their issue to problems resulting from COVID closures. Secretary Tryens asked clarifying questions about census data map, demographic data used and if the makeup participants could have skewed results. He then asked about a comparison to Oregon census trends from the 2010 census to which Mr. Fregonese stated he would include in his final report.

President Keefer thanked Mr. Fregonese and asked about responses addressing feeling that programs focus on youth, and childcare needs. Secretary Tryens asked about feedback related to programming for people disabilities, suggesting that the district could fill a role as a facilitator connecting families/participants to activities suited to their needs. Next step will be to get written report to share with the board and plan of action from Executive Director Holland.



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Review and consider approval of consent calendar

- May 24, 2022, business meeting minutes
- June 7, 2022, special meeting minutes
- April financials

President Keefer moved to approve consent calendar; Secretary Tryens seconded. Motion passed unanimously.

Receive draft May financials

Britney Steigleder, accounting clerk, presented the draft May financials to the board. Draft financials provide the board an overview of current financials and have not yet been reviewed by Treasurer Tehan.

No board action needed.

Consider motion to approve authorization of payment of \$14,285.45 from SPRD Committee Partner Reserve Fund to General Fund for reimbursement of OBB and LAX coach stipends

Britney Steigleder, accounting clerk, requested authorization for a payment in the amount of \$14,285.45 to be made from SPRD Committee Partner Reserve Fund to reimburse the General Fund for OBB and LAX coach stipends, as the amount was over the executive directors' approval level.

President Keefer moved to approve authorization of payment of \$14,285.45 from SPRD Committee Partner Reserve Fund to General Fund for OBB and LAX coach stipends; Secretary Tryens seconded. Motion passed unanimously.

Consider approving SDIS health insurance renewal for FY23

Jennifer Holland, executive director, presented to the board the SDIS insurance renewal. She stated that SDIS has been the district health insurance provider for several years and provides excellent coverage to employees. She also stated that while the district budgeted for a 7.2% increase in health insurance costs due to SDIS forecasts, the FY23 insurance renewal only saw a 2% increase. She stated that in the future, the district may need to consider other providers as insurance needs of the district and its employees change.

Secretary Tryens and President Keefer advised caution when considering quotes from other companies given price volatility in the health insurance market and the historic stability provided by SDIS. President Keefer also, however, expressed support for shopping the districts insurance needs and cost-effective options as a way of attracting quality employees.

President Keefer moved to authorize renewal of the SDIS insurance plan for FY23; Secretary Tryens seconded. Motion passed unanimously.

Consider approving lease renewal with Sisters Community Church for the Education and Recreation Annex

Jennifer Holland, executive director, presented the draft lease renewal form Sisters Community Church for the Education and Recreation Annex. She stated that overall, terms of the lease remained largely unchanged, however, she pointed out the removal of exclusive use of the Hangar, extended gym access, and a reduced monthly rent of \$2,750 to \$2,500.

Secretary Tryens moved to renew yearly lease agreement with Sisters Community Church; Member Baumann seconded. Motion passed unanimously.



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Executive Director report

Executive Director Holland updated the board on the progress on the committee agreement update. She has already had one meeting with the board subcommittee which was very productive. The subcommittee is currently providing a thorough review and edits of the document.

Executive Director Holland also notified the board of a grant received by the district that will fully fund Playground Program and staff additions to Camp Ponderosa.

Board member updates

Secretary Tryens stated that he attended the community celebration earlier in the evening hosted by Citizens4Community.

Treasurer Tehan discussed volunteering at the Sisters Rodeo and the district possibly partnering with the Sisters Rodeo organization in the future.

Board president updates

President Keefer left the meeting at 6:01 p.m. and had no updates.

Other business

Board officer elections next meeting.

Treasurer Tehan adjourned meeting at 6:11 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the Board of Directors on August 16, 2022