



## BOARD OF DIRECTOR'S BUSINESS MEETING MINUTES

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

August 16, 2022- 4:30-6:30 p.m.

### Call meeting to order

President Tehan called the meeting to order at 4:30 p.m.

No adjustments were made to the agenda.

Board members in attendance: Peggy Tehan, board president, Jeff Tryens, board vice president, Bob Keefer, board treasurer, Heath Foote, board member

Board members absent: Molly Baumann, board secretary

Staff in attendance: Jennifer Holland, executive director, Julia Conrad, program supervisor, Sarah McNeale, recording secretary

### Welcome visitors

No visitors and no comments submitted

### Review and consider approval of consent calendar

- June 21, 2022, business meeting minutes
- July 12, 2022, business meeting minutes
- June financials

*Treasurer Keefer moved to approve consent calendar; Vice President Tryens seconded. Approved unanimously.*

### Receive draft July financials

Executive Director Jennifer Holland presented the draft July financials to the board. Draft financials provide the board an overview of current financials and have not yet been reviewed by Treasurer Tehan. Of note, a cleaner format for the draft financials has been implemented allowing for easier analysis of the data by the board.

No board action needed.

### Consider motion to approve updated employee discount policy

Executive Director Holland had presented a new employee discount program to the board of directors in May. At that time, the board was supportive of the new direction and asked for more information regarding cost to the district. After calculating, based on current staffing levels, estimated loss of revenue for one fiscal year would be less than \$5,000 a year and will more than likely come in far less than that. If the policy is approved, staff will update the board in the year-end report on usage.

Some clarifying questions were asked. Executive Director Holland then distinguished employees from contractors noting that for some contracted instructors, this policy creates additional motivation for them to come onboard as an employee rather than contracting. President Tehan expressed support for the discounts and encouraged Executive Director Holland to ensure that staff are made aware of the benefits available. Board members recommended review of cost, utilization, and need in six months.

*Treasurer Keefer moved to approve Resolution 2023-03 adopting a new employee discount policy. Board Member Foote seconded. Approved unanimously.*



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### **Provide feedback on proposed change from district hosted RecTrac on district owned server to web hosted RecTrac by Vermont Systems**

RecTrac is the employee interface of the program management software used by SPRD and WebTrac is the patron interface. While separate, the usability of RecTrac impacts the effectiveness of WebTrac. It is important to note during the needs assessment, one of the areas where patrons were most unsatisfied was the registration process which ultimately is impacted by the usability of RecTrac and WebTrac. One solution to this usability issue is to shift from hosting RecTrac on a district server to utilizing the web hosted service for RecTrac through Vermont Systems, improving efficiency and useability of the RecTrac employee interface, and improving customer and staff experience.

A comparison of pros and cons of district hosted RecTrac compared to web hosted RecTrac was presented. In FY22, the district's annual fee to Vermont Solutions was \$6,725.90. If the district decides to transition to web hosted, the overall annual service fee to Vermont Systems would be \$12,125.90. For FY23 this additional fee would overspend the Technology Services line item by approximately \$5,000. To offset this overage, staff would underspend other line items in the Materials and Services Category to remain budget neutral.

Board members asked clarifying questions. President Tehan reiterated survey responses that website registration issues were noted as an area needing improvement. Treasurer Keefer was enthused about the remote access but suggested that seeing the actual product before a final commitment. Member Foote noted that shifting to web hosting will likely be required by Vermont Systems eventually, whatever the district decides in the short term. President Tehan expressed a desire to know if the amount the district pays to its IT support contractor, Covenant, would be lower due to the decreased need for their services in connection with RecTrac. Executive Director Holland will collect additional information requested by the board and report back at a future meeting.

### **Executive Director's Report**

Executive Director Holland continues to work with the strategic plan subcommittee. Vice President Tryens, a member of the subcommittee, is compiling and analyzing information and data collected to this point. The results of his analysis will be paired with information obtained from a staff workshop that is planned on September 1. The board will be presented with up to date information and will further discuss strategic plan objectives at the next board work session.

Executive Director Holland asked for guidance from board on whom she will be working with on completed the performance evaluation and contract negotiations. Assuming the HR-subcommittee will be handling the negotiations, President Tehan asked Treasurer Keefer as previous board president, to work on the evaluation as per the board's prior procedure. Treasurer Keefer consented and proposed a timeline to complete entire process before the September deadline.

*Vice president Tryens left the meeting at 5:31 pm*

Executive Director Holland shared that the two individuals that make up the Lacrosse Committee will be leaving the committee at the end of the fiscal year, possibly ending the districts involvement with the sport at the high school level and SALLI. Treasurer Keefer stated the conclusion of the Lacrosse Committee will not reflect positively on the district and asked what the district can do to make it a success. President Tehan reminded the board that the role of strong, and enthusiastic advocates in the community to the success of a sport. Options were touched upon in addition to the resolutions proposed by the Lacrosse Committee members which included further discussions with Thump. Executive Directors Holland stated that she needs to explore the legalities of letting a private organization taking over committee



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operations. Executive Director Holland will continue to work with the Lacrosse Committee to explore options and if needed, will invite the committee to address the board at a future meeting.

Lastly, Executive Director Holland invited board members to volunteer at the Glory Daze Car Show on September 24.

### **Board member updates**

Treasurer Keefer discussed the continuing conversations he and Executive Director Holland are having with the school district on the future of the elementary building and the district's roll. Pickleball courts are set up and running at the elementary tennis courts.

### **Board president updates**

President Tehan applauded the Bulletin front page mention of Daniel O'Neill and skatepark.

### **Other business**

None.

Adjourn meeting at 5:54 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the Board of Directors on 09/27/2022