



BOARD OF DIRECTORS SPECIAL MEETING MINUTES DRAFT

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

October 11, 2022- 5-7 p.m.

Call meeting to order

President Tehan called the meeting to order at 5:00 p.m.

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

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

No adjustments were made to the agenda. Agenda approved

Welcome visitors, public comment period (read any public comments submitted via email or mail)

No visitors, no comments submitted

Receive update and provide input on strategic plan update

Executive Director Holland briefed the board on takeaways from information gathered to date. Based on feedback, the four themes and subsequent goals of the current plan remain relevant. However, she presented the recommendation to add a new theme of "Workplace culture".

The board discussed the four themes and associated goals, and recommended the following strategies to accomplish goals:

Programs and Services

Goal 1: Programs and services consistently meet community expectations.

Strategy 1a: Participant survey will be conducted for 75% of programs offered by the district, with results tabulated and presented to the board twice a year.

Strategy 1b: District will conduct a community survey every two years, beginning FY24, with results shared with the board upon completion.

Strategy 1c: District will conduct informal surveys at community events and local businesses to capture users and non-users.

Goal 2: Programs and services are accessible to all patrons.

Strategy 2a: Scholarship program will be reevaluated for effectiveness and proposed changes presented to the board. Updated program will be promoted throughout the community and with key partners.

Strategy 2b: District will evaluate programs and facilities to ensure ADA compliance. Programs staff will be trained on inclusive practices.

Community Engagement

Goal 3: Community members are informed regarding SPRD offerings.

Strategy 3a: Online presence will be enhanced including district website and social media.



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Strategy 3b: A question will be added to all program registrations one recreation cycle a year to see how patrons heard about the program they are registering for and will report back to the board.

Strategy 3c: All staff will be well informed of all programs and services so they may be district advocates.

Goal 4: A network of community volunteers supports all aspects of SPRD programs and services.

Strategy 4a: Engage service clubs and special interest organizations in supporting community events and programs.

Strategy 4b: Market volunteer needs and include a quarterly volunteer highlight in the Nugget and on social media.

Strategy 4c: District will research other local government volunteer programs including recruitment, retention, and benefits. Staff will present a volunteer program update to board.

Goal 5: SPRD is sought out to participate in community programs and partnerships.

Strategy 5a: Proactively engage with City of Sisters, Sisters School District, Chamber of Commerce, C4C, and other allied organizations by assisting them with projects that may normally be out of our wheelhouse.

Workplace Culture

Goal 6: Appropriate staffing levels are maintained with qualified employees in all positions.

Strategy 6a: Support professional development training for staff including certifications.

Strategy 6b: District will continue to evaluate staff pay, and benefits to remain competitive in the employment market.

Goal 7: Team members are valued, involved, and well informed.

Strategy 7a: Biennial survey, ideally conducted by a third party, to determine how staff can be supported to do their job and provide exceptional services.

Strategy 7b: Develop a service award program for staff.

Strategy 7c: Host annual picnic and strategic planning session with staff.

Management and Operations

Goal 8: Financial wellbeing is supported by strong business practices.

Strategy 8a: Conduct annual cost analysis of programs to determine if cost recovery expectations are being met.

Goal 9: Long-term financial stability supports operations and growth.

Strategy 9a: Renew local option levy.

Strategy 9b: Evaluate and recommend strategies to address the support needed to develop and maintain a full-service park and recreation district.



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Executive Director Holland let the board know that the next step would be to host a feedback session with members of the public as well as follow up with the strategic planning board subcommittee.

Consider motion to approve quote to hire a consulting firm to conduct a public opinion survey

The Executive Director reminded the board that she had been tasked with selecting companies and soliciting quotes for executing a public opinion survey. She also reminded the board that \$25,000 had already been budgeted for this contracted service. She presented the final quote to the board for review and approval.

Three informal quotes were received by the district ranging from basic to detailed and span in cost from \$21,820 to \$49,100. All quotes were included in the boards packet for review. Based on proposed methodology, deliverables, and cost, staff recommend moving forward with FM3 Research. Following clarifying questions and comments from the board.

Treasurer Keefer moved to approve quote to hire FM3 Research to perform a public opinion survey; Vice president Tryens seconded. Motion passed unanimously.

Provide feedback on proposed updated language for district cost of living adjustment and vacation policy

Executive Director Holland presented language changes to the district's policy governing cost of living adjustments and paid vacation for discussion. Executive Director Holland provided language edits to the Cost-of-living adjustment (COLA) in accordance with a previous request by board for additional information regarding where calculations for the COLA come from and when COLA will be considered. The board came to a consensus for the proposed language update for the COLA policy and asked that it be put on the next consent calendar.

Further discussion was had regarding the vacation pay proposal which would add language stating that probationary employees could not take paid vacation leave nor cash out vacation hours upon separation until passing their probationary period. Based on board members' feedback, staff will do further research on what like agencies are doing and bring it back to the board at a future date.

Other business

None

President Tehan adjourned the meeting at 6:57 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by the Board of Directors on 11/29/2022