



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

October 25, 2022- 3:30-5:30 p.m.

Call meeting to order

President Tehan called the meeting to order at 3:34 p.m.

Board members in attendance: Peggy Tehan, president, Bob Keefer, treasurer, Molly Baumann, secretary (via Zoom) Heath Foote, member (via Zoom)

Board Members absent: Jeff Tryens, vice president

Staff members in attendance: Jennifer Holland, executive director, Britney Steigleder, accounting clerk, Sarah McNeale, recording secretary

Adjustments and approval of agenda

One adjustment made to the agenda, the tour of the skatepark with Daniel O'Neill of the Sisters Skatepark Alliance will take place after the business meeting. Agenda approved with adjustment.

Welcome visitors

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

No visitors present and no comments submitted.

Review and consider approval of consent calendar

- September 27, 2022, business meeting minutes
- August financials
- Cost of Living Adjustment Policy

Treasurer Keefer moved to approve consent calendar; President Tehan seconded. Motion passed unanimously.

Receive draft September financials

Britney Steigleder, accounting clerk, presented the draft September financials to the board. Draft financials provide the board with an overview of current financials and have not yet been reviewed by Treasurer Keefer. No major items of note.

No board action needed.

Receive 1st quarter financial and operational report

Presenting the FY23 1st quarter financial report in draft form, Executive Director Holland recapped financials from July 1, 2022 -September 30, 2022, highlighting report updates and points of clarification. Following her presentation Executive Director Holland took questions and points of clarification from the board.

President Tehan requested that a breakdown of the total beginning committee fund balances so the board could see how much money each committee starts out with.



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President Tehan then asked about distribution of board approved hiring bonuses. Executive Director Holland noted that it was fully distributed and a good use of money, but new pay equity laws that will prevent future bonuses of this type.

Treasurer Keefer suggested a few alternatives in presenting information in a calendar year format as a way for the board to see more helpful information.

Executive Director report

Executive Director Holland updated the board on the contracted public opinion survey and informed the board of upcoming RecTrac training. Executive Director Holland then noted some of the process improvements implemented to facilitate outreach to the community and recruitment of coaches and officials

Treasurer Keefer asked if we were tracking how people are finding information on SPRD activities and suggested including questions in public opinion survey.

Secretary Baumann commended the athletic coordinator and the plan to survey participants and coaches for input.

Secretary Baumann asked about purpose of having people register for Halloween Parade to which Executive Director Holland responded that it allows us to have a liability waiver on file, having participation numbers, and to carry over the information for analysis; she then noted that people can just show up and register day of as well.

Board president updates

President Tehan mentioned seeing a lot of SPRD shirts on kids at a local harvest fair. She also stated that she enjoying being back teaching ukulele.

Board member updates

Treasurer Keefer reported that he will be attending the ORPA conference, as an SDAO staff member, with Executive Director Holland.

Adjourn meeting President Tehan adjourned the meeting at 4:35 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by the Board of Directors on 11/29/2023