



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

January 24, 2023- 4:30-6:30 p.m.

Call meeting to order:

President Tehan called the meeting to order at 4:31 p.m.

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

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

Adjustments and approval of agenda

No adjustments made to the agenda. Agenda approved.

Welcome visitors

No visitors, no public comments submitted.

Review and consider approval of consent calendar

- November 29, 2022, business meeting minutes
- December 27, 2022, business meeting minutes
- November financials

Vice President Tryens moved to approve consent calendar; Secretary Baumann seconded. Approved unanimously.

Receive draft December financials

Britney Steigleder, accounting clerk, presented the draft December financials to the board. Draft financials provide the board with an overview of the current month and have not yet been reviewed by the board treasurer.

Vice President Tryens noted some format concerns which were clarified by Steigleder to be in part, the result of the district switching to QuickBooks online for the generation of the report.

No board action needed.

Consider motion to approve authorization of payment of \$11,465.99 from General Fund to Committee Partner Reserve Fund for reimbursement of December committee income

The district transfers funds to and from the district checking account and the committee checking accounts on a regular basis to cover registration income taken in by the district on behalf of the committees. This also includes other monies owed to or due from the committees by the district. This transfer is higher than the executive director's purchase authority level and board approval is required.

Treasurer Keefer moved to approve the authorization of payment of \$11,465.99 from General Fund to Committee Partner Reserve Fund for reimbursement of December committee income as presented; Vice president Tryens seconded. Motion approved unanimously.

Consider motion to approve authorization of payment of \$20,547 to Special Districts Insurance Services (SDIS) for annual liability and property insurance



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The district purchases liability and property insurance from Special Districts Insurance Services (SDIS). Britney Steigleder, accounting clerk, informed the board that the annual premium of \$20,547 is greater than what was budgeted for this fiscal year by \$4,537. She cited factors which contributed to the increase such as the impact inflation has had on property values and noted that the increased expenses that accompany the increase in district programming over the previous year results in greater liability exposure. Staff will be closely monitoring the budget and looking at comparative costs; however, at this time, this increase can be absorbed within the budgeted category without going over.

Executive Director Holland added that the district receives a discount through bundling of services between SDIS & SDAO. Additionally, SDIS has not increased fees in three years which has likely necessitated a fee catch-up.

As this amount of \$20,547 is higher than the executive director's purchase authority level, board approval is required. Before the vote, Treasurer Keefer indicated a conflict of interest due to his work for SDAO and noted he would abstain from voting on the motion.

Secretary Baumann moved to approve authorization of payment of \$20,547 to Special Districts Insurance Services (SDIS) for annual liability and property insurance; Vice president Tryens seconded. Motion passed with a vote of 4 in favor, and 1 abstained.

Receive FY23 mid-year financial report

Jennifer Holland, executive director, presented the mid-year financial report for the district. Of note, overall, a planned deficit designed to spend down an overly large cash reserve will end up smaller than expected. An transfer in appropriations will need to occur due to the increased expenses in contracted services and decreased expenses in personnel services. She expects to present appropriations to the board, likely in June, to correct this.

Special events category shows an increase in expenses resulting from community events that have been newly taken on by SPRD such as the holiday parade and tree lighting.

Scholarships awarded have nearly doubled, with utilization in a good proportion.

Treasurer Keefer noted that as potential fee adjustments are considered, scholarships should be looked at to offset the increased burden on families.

The lack of planned 3rd preschool class impacted budget in many places, in particular, expenses for care are lower than budgeted.

(Secretary Baumann left the meeting at 5:25 p.m.)

Treasurer Keefer noted that revenue is projected to come in at 92% of budgeted.

A conservative year end projection forecasts that revenue will continue to be good.

Treasurer Keefer commented that overestimating expenses allows wiggle room with board requests and upcoming district needs regarding contracted services.

Vice President Tryens asked her opinion on how newspaper insert for the recreation guide is working. To which Executive Director Holland stated that it has been a game changer with many more households being reached.

When Treasurer Keefer asked where the most growth has occurred and where Executive Director Holland expects to see it. She cited youth athletic programs and adult programs as both seeing increased participation and she plans on



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leaning into community partnerships as a way to introduce people to the recreation center through programs they put on being hosted at Coffield Center.

Opportunities for messaging for the local option levy were discussed throughout.

Review updated SEL 805 form and consider motion to delegate authority to executive director to submit on behalf of the board of directors

Executive Director Holland detailed the changes made in the wording per boards request, indicating some requested wording changes that could not be made. As an example, she pointed out that although the reference to “adults and seniors” is not ideal, simplifying the wording on the form was necessary, as the mistaken belief the district was not offering programs geared toward seniors persists. Vice President Tryens expressed his objection, noting seniors are adults, and alternative suggestions were offered.

Other discussion of preferred wording was had with Executive Director Holland agreeing to share updated forms reflecting agreed changes before it is submitted.

Vice president Tryens moved to authorize the executive director to submit form SEL 805 on behalf of the board of directors pending final approval of wording; Treasurer Keefer seconded. Motion passed unanimously.

Executive Director report

Executive Director Holland has reached out to HR Answers for wage analysis, per the board’s suggestion.

Executive Director Holland apprised the board on the outcome of the community feedback session held at Coffield Center. 20 people attended, 60% community partners 40% community members.

Board member updates

Vice president Tryens suggested strategic plan comparison with other local organizations.

Secretary Keefer told the board that indoor pickleball is getting good turnout, with outdoor courts still getting used when they are dry. He also noted he would be gone for the next two meetings. Additionally, he reported seeing the local television news showed school district superintendent Curt Scholl voicing support for SPRD to utilize grade school building.

Member Foott gave thumbs up

Board president updates

President Tehan shared that another group she volunteers with, Age Friendly Sisters, had appreciated been able to have a meeting in the Coffield Center’s community room. She also thanked staff for providing the space for the Ukulele Jam Sessions.

Other business

None.

Adjourn meeting at 6:12 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the Board of Directors on Approved by Board of Directors: 03/28/2023



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