



BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

August 25, 2023- 1-2 p.m.

Call meeting to order

President Tehan called the meeting to order at 1:02 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

Staff in attendance: Jennifer Holland, executive director

Adjustments and approval of agenda

No adjustments were made to the agenda. Agenda approved.

Review architect quotes and consider motion to approve contract

Executive Director Holland presented the board with the informal quotes that she received to hire an architecture firm for the next phase of the community center. An informal quote process was chosen due to the assumption that the project would cost less than \$25,000; however, since all but one quote came in over \$25,000 the board has the option to shift the approach to a Request for Proposal (RFP). An RFP will require a publication of request and would begin late September.

Executive Director Holland recommended the district proceed with Pinnacle Architecture based upon conversations with the firms, the scope of the work and the quotes submitted.

The board members discussed the proposals received and asked clarifying questions of Executive Director Holland.

Treasurer Keefer moved to hire Pinnacle Architecture. Vice president Tryens seconded. Motion approved unanimously.

Clarify pickleball request and next steps

The timeline of proposal and overall ask that was presented to the board at the August 15th meeting by the pickleball committee was clarified by Executive Director Holland. It was requested that Executive Director Holland meet with the city manager to gauge the city's interest in partnering on the project. Executive Director Holland requested that the board members email her by October 24 if there were any additional requests for information.

Treasurer Keefer left the meeting at 1:30 p.m.

No action was taken.

President Tehan adjourned the meeting at 1:54 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the Board of Directors on 11/28/2023