



## BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

October 10, 2023- 4-6 p.m.

### Call meeting to order

President Tehan called the meeting to order at 4:01 p.m.

Board members in attendance: Peggy Tehan, board president, Jeff Tryens, board vice president, Heath Foott, board member

Bob Keefer, board treasurer (via Zoom), and Molly Baumann, board secretary (joined via Zoom at 4:25 pm)

Staff in attendance: Jennifer Holland, executive director, Jared Lustig, recreation/athletic supervisor

### Adjustments and approval of agenda

No adjustments were made to the agenda.

### Review draft strategic plan

Executive Director Holland briefed the board on the progress made on the update of the strategic plan. She noted the impact of stakeholder outreach on recent updates and invited feedback from the board on the established goals and strategies in her review of the final plan. No feedback was given at this time.

### Discuss and provide direction for Pickleball Club request

Executive Director Holland updated the board of the outcome of her meeting with the City of Sisters City Manager, regarding a potential partnership with the district around the construction of public pickleball courts. The initial conversation indicated that the city would be open to discussing the opportunity further.

Board members had a discussion to clarify the proposal and associated board obligations before voting to have staff proceed.

*Vice president Tryens moved to have staff continue acting on behalf of the district to identify a suitable location for public pickleball courts using outcomes of the outside conceptual plan for the new community center and working with community partners to determine if another location would be viable in addition to working with the Pickleball Committee to explore multi use options for a portion of the proposed courts. Member Foott seconded; Approved unanimously.*

### Consider motion to approve Peggy Tehan to open a brokerage account for the district so that the district can receive stock donations

Executive Director Holland informed the board of a pending donation of stock valued at \$100,000.00 for community center construction. President Tehan updated the board about the process to liquidate the stock so that the district could receive the money.

*Vice President Tryens moved to approve Peggy Tehan to open a brokerage account for the district so that the district can receive stock donations. Member Foott seconded; Approved unanimously.*

### **Review and consider motion to approve hiring a firm to develop a conceptional outside plan of the elementary school location**

Executive Director Holland presented the board with four proposals that were submitted in response to a Request for Proposal (RFP) for a conceptional design for the outside space of the future community recreation center. Per the board's request, staff issued an RFP for the project with the following scope:

- Engagement
- Site design
- Project budget and prioritization
- Executive summary and board presentation

The board members discussed the proposals received and asked clarifying questions. Based on scope of the proposals, engagement process, relevant experience, and budget, DLA was the company recommended by staff.

*Treasurer Keefer moved to approve staff recommendation to contract with DLA to develop a plan for the elementary school property. Secretary Baumann seconded; Approved unanimously.*

### **Discuss process and timeline for executive director's annual review**

President Tehan reminded the rest of the board that it was time to start the annual review of the executive director's job performance. Largely following the process utilized in previous years, a questionnaire would be sent to board members with a statement by Executive Director Holland outlining the prior year's goals, and indicating those objectives that were accomplished and any carryover items. Board members were asked to email their responses and any additional only to President Tehan, so that she may compile the information and review it with the board in executive session during the October 24<sup>th</sup> meeting.

### **Verbal update from executive director**

Executive Director Holland gave updates on items pertaining to the district.

**President Tehan adjourned the meeting at 5:41 p.m.**

Respectfully submitted,

Sarah McNeale, recording secretary

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