



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

November 28, 2023- 4:00-6:00 p.m.

Call meeting to order

President Tehan called the meeting to order at 4:30 p.m.

Board members in attendance: Peggy Tehan, board president, Jeff Tryens, board vice president, Bob Keefer, board treasurer, Molly Baumann, board secretary

Board members absent, Heath Foott, board member

Staff in attendance: Jennifer Holland, executive director, Jared Lustig, recreation/athletic supervisor, Sarah McNeale, recording secretary

Adjustments and approval of agenda

No adjustments were made, agenda approved.

Welcome visitors and read submitted comments

No comments submitted.

Review and consider approval of consent calendar

- August 25, 2023, special meeting minutes
- October 10, 2023, special meeting minutes
- October 24, 2023, business meeting minutes
- September financials

Treasurer Keefer moved to approve the consent calendar with corrections. Vice President Tryens seconded; Motion approved unanimously.

Receive draft October financials.

Executive Director Holland presented the draft October financials to the board. Clarifying questions were asked about the budget and procedures.

No board action needed.

Secretary Baumann joined the meeting at 4:07 pm

Consider motion to approve purchase of a 2024 Ford Transit 150 Cargo Van for \$50,686.16 to be used as a mobile recreation center

Recreation/athletic supervisor Jared Lustig reviewed for the board the background of the planned purchase of a new recreation van as listed on the district's FY24 CIP schedule. Grant funds of \$60,000 that were awarded in FY22 to make a purchase, but supply chain issues had thwarted earlier purchase efforts. Per district policy the district can sole source this purchase using government/fleet pricing and a quote was obtained from Kendall Ford of Bend in the amount of \$50,686.16. It was noted that the remaining amount of the grant will be used to wrap the van and begin outfitting it for programming.



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Staff recommended approving the quote and moving forward with the purchase of the proposed vehicle. There was discussion on the features of the van and the purpose it will serve in the community.

Treasurer Keefer moved to approve the purchase of the cargo van as recommended by staff. Secretary Baumann seconded; Motion carried unanimously.

Review FY25 budget calendar

Executive Director Holland presented a draft budget calendar outlining key dates and steps in the budget process for the board of directors. Executive Director Holland asked the board to review proposed dates and provide feedback so a final budget calendar can be presented at the December 12th business meeting.

Review draft strategic plan

Executive Director Holland presented the updated draft strategic plan which included revisions to eliminate redundancy, and minor updates to the mission statement and vision plan. Next, she went over the performance metrics and took questions and feedback from the board.

Receive update on conceptual design process.

As part of the conceptual design process for the outdoor space at the new community center, DLA and the district invited the community to provide feedback on what they would like to see. An in-person community engagement night was held, and the district opened an online survey for people unable to attend the in-person event as well as took email comments from the community and staff.

Executive Director Holland reviewed with the board the results of those efforts and took questions. Clarifying the spreadsheet which weighed the results based on survey outcomes and feedback, she discussed the possibility of categorizing projects into two phases separating immediate needs from later improvements. A second in-person community engagement night is planned for November 29th. At that time an initial design concept will be shown to the public, however, it is intended as a draft design and no elements will be definite until the board votes on a finalized design in January. She asked the board for any directives for the consultant in preparing a final design for approval in January.

Secretary Baumann left the meeting at 5:30 pm.

Executive Session: In accordance with ORS 192.660(2)(i) the board will meet to review and evaluate the employment-related performance of the chief executive officer.

- Moved into executive session at 5:41 p.m.
- Moved out of executive session at 5:53 p.m.

Consider motion to approve executive director's annual review, compensation, and contract amendments.

President Tehan moved to approve Executive Director Holland's raise of 3% to annual salary, retroactive to October 1, 2023 and update language to extend timeline to complete master's degree to September 30, 2024. Vice President Tryens seconded; Approved unanimously.

Executive Director report

Executive Director Holland gave updates on items pertaining to district holiday events and the progress on the community center lease agreement.



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Board member updates

Board members provided updates regarding district matters.

Other business

None

Meeting Adjourned at: 6:16 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by the Board of Directors on 12/12/2023