



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

December 12, 2023

### Call meeting to order

President Tehan called the meeting to order at 4:00 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, Jared Lustig, recreation/athletic supervisor, Britney Steigleder, accounting clerk, Sarah McNeale, recording secretary

### Adjustments and approval of agenda

No adjustments were made to the agenda. Agenda approved

### Welcome visitors.

No public comments submitted online or mailed in. The board heard from seven members of the public supporting the development of pickleball courts at the new community center park and one community member advocating for community garden space.

### Review and discuss draft conceptual plan

Executive Director Holland introduced Luzanne Smith and David Doughtry from DLA who joined via Zoom to take questions and feedback from the board on the draft conceptual design for the future park at the community center. She requested that the board meet one additional time, hopefully prior to the end of the year, so that she can gather information that may impact on the final decision. The final design, including cost estimates, will be presented to the board in January for approval.

The board asked clarifying questions and gave comments.

### Receive update on SDAO insurance renewal

Travis Davis and Mandy Gunn from Marsh McLennan Agency joined the board meeting via Zoom to provide a high-level update to the board on the insurance market overall and the impacts market influences are likely to have on the district policy. Next, they reviewed the district policy limits and deductibles, discussed options and answered questions.

*Secretary Baumann left the meeting at 5:58 p.m.*

### Review and consider approval of consent calendar

- August 15, 2023, business meeting minutes
- November 28, 2023, business meeting minutes
- FY25 budget calendar
- 2024-2028 Strategic Plan

\*October financials were originally presented as part of the consent calendar; this was in error as they had not yet been reviewed. A 01/30/2024 motion was approved to remove them and amend these minutes\*



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Vice President Tryens asked if he could provide minor grammatical edits to the executive director for the strategic plan. The board supported his ask as long as the changes were not substantive.

*Treasurer Keefer moved to approve consent calendar with updates to strategic plan verbiage with no substantive changes; Vice President Tryens seconded. Motion approved unanimously.*

### **Receive draft November financials**

Britney Steigleder, accounting clerk, presented the draft November financials to the board. President Tehan noted the lack of a bottom line on the financial reports, and Britney agreed to add that back into the report.

*No board action needed.*

### **Consider motion to approve district transition to the cloud for the RecTrac server**

Sisters Park & Recreation District utilizes recreation registration software which is in two parts. RecTrac is the employee interface of the software and WebTrac is the patron interface. While separate, the effectiveness of one is dependent on the usability of the other. WebTrac was moved to web hosted with Vermont Solutions in 2019, while the board decided to maintain RecTrac on the school district server. Executive Director Holland proposed to the board that the district move to the entirely web-hosted software offered by Vermont Systems before the end of the calendar year to take advantage of a discounted price and avoid paying to update the old system. Because of performance and service enhancements this upgrade was already budgeted for, but not planned for until after the start of the next calendar year.

Board members asked clarifying questions.

*Treasurer Keefer Move to approve the transition from hosting RecTrac on the district owned server to web hosted RecTrac by Vermont Systems. Member Foot seconded; Motion approved unanimously*

### **Receive update and recommendation on board subcommittees**

Executive Director Holland provided the board clarification on the options for district to use board subcommittees to support board goals while staying within boundaries of public meetings law. She recommended utilizing subcommittees appointed by the executive director. The subcommittee would make recommendations to the executive director, who would then make recommendations to the board of directors if needed. The board would still need to vote in a public meeting on any policy updates. After discussion, the board came to a consensus.

*Treasurer Keefer moved to disband the financial oversight committee as a board appointed subcommittee and proceed with a financial oversight committee appointed by Executive Director Holland. Member Foot seconded; Motion approved unanimously.*

### **Executive Session: In accordance with ORS 192.660(2)(f) the board will meet to consider information or records that are exempt by law from public inspection.**

Moved into executive session at: 6:32 p.m.

Moved out of executive session at: 7:02 p.m.



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### **Executive director report**

Executive Director Holland provided a verbal update to the board on community center lease agreement process and next steps with the architects.

### **Board member updates**

Board members gave updates and commentary on district matters.

### **Board president updates**

### **Other business**

An additional meeting was proposed for December 27<sup>th</sup> or 28<sup>th</sup>. Executive Director Holland will follow up once she has more information.

President Tehan adjourned the meeting at 7:17 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary.

Approved by the board of directors on 01/30/2024