



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

August 15, 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 (via Zoom), Molly Baumann, board secretary (via Zoom), Heath Foott, board member (via Zoom)

Staff in attendance: Jennifer Holland, executive director, Jared Lustig, recreation/athletic supervisor, Nikki Olsen, care program supervisor, Britney Steigleder, accounting clerk, Sarah McNeale, recording secretary

### Adjustments and approval of agenda

No adjustments were made to the agenda.

### Welcome visitors

President Tehan welcomed representatives of the Pine View Tennis Club and the Sisters Country Pickleball Club. Bruce Carpenter, Bob Winn, Tim Kizziar and Karen Freeman.

### Pickleball presentation

Bruce Carpenter, chair of the Sisters Country Pickleball Club briefed the board on the need for public pickleball courts in Sisters and a proposal for addressing that need by building permanent public pickleball courts in Sisters. In addition, a donation proposal was presented with a proposed timeline was presented.

Board members asked clarifying questions addressing ownership of any assets developed on school property and the need for school input on any development on the property and gave comments on the proposal. A consensus that community input through a needs assessment was desired before the board could decide whether to support the project; a target goal of October for a decision on board support and aim for a plan on what the board and district are willing to offer by way of support no later than December.

Executive Director Holland commented that the district has an opportunity to address the needs of the community and provide a much-needed amenity for Sisters and that it is possible that they can have a discussion with the new city manager, on how the city and district goals can be met with a single project.

### Review and consider approval of consent calendar

- July 18, 2023, business meeting minutes
- June financials

President Tehan touch on two items: First, that the July 18, 2023, minutes to reflect that a calculation error by Opsis would will be corrected in the company's report, and two minor adjustments were made to June financials.

*Vice President Tryens moved to approve consent calendar with updates; Treasurer Keefer seconded. Motion passed unanimously.*



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### **Receive draft July financials**

Britney Steigleder, accounting clerk, presented the draft July financials to the board. One item of note is that the beginning fund balance was higher than expected.

*No board action needed.*

Secretary Baumann left the meeting at 5:04 p.m.

### **Draft policy review and consideration of approving resolution 2024-02 adopting Paid Leave Oregon policy**

Executive Director Holland presented the board with a policy defining the districts paid family and medical leave policy in compliance with recently enacted state law which established a paid family and medical leave insurance program. Staff utilized a template policy, provided by HR Answers, that meets the state requirements and was updated to reflect district terminology.

*Treasurer Keefer moved to approve Resolution 2024-02 adopting Paid Leave Oregon policy; Vice President Tryens seconded. Motion passed unanimously.*

### **Update on Sisters Elementary School**

Executive Director Holland updated the board on the progress of the Sisters Elementary School lease and the next steps in the process illustrated with a draft project timeline. She next took questions and comments from the board providing clarity where possible.

### **Executive Director report**

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

### **Board member updates**

Board members provided updates regarding district matters.

### **Other business**

None

President Tehan adjourned the meeting at 5:43 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the board of directors on 12/12/2023