



## BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

April 9, 2024

### 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 (via Zoom).

Board members absent: Heath Foott, board member

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

### Adjustments and approval of agenda

No adjustments were made to the agenda. Agenda approved.

### Review conceptual plan options and provide feedback

Executive Director Holland welcomed David Dougherty and Eric Parsons from DLA design who joined via Zoom to present alternative design concepts for the community center park requested by the board at the March 12, 2024, board meeting. The board was given an outline of the pros and cons of each of the four designs which attempted to address concerns raised by board members. After David Dougherty finished presenting the new concepts, the board asked questions and provided viewpoints on the design and amenities.

All four concepts will be presented to the public at an open house the following week where the public will be asked to give feedback.

Executive Director Holland asked if the board would like the pros and cons posted for the public's information, which was supported. Secretary Baumann suggested the nine amenities also be listed.

President Tehan thanked David and Eric for the presentation before they departed.

### Discuss meeting minute process and format

Executive Director Holland spoke to the board about the methodology of documenting board meetings in minutes utilizing an action-oriented approach and took questions and feedback while providing clarification on the process and level of pre-board-review minute edits.

President Tehan also reminded the board that minutes when presented as part of a consent calendar can be pulled off the consent calendar by any member if there are any questions about the content of a particular set of minutes.

After discussion, there was a consensus on the following process:

- Prior to minutes being presented to the board, they must be reviewed by the board secretary. Ideally, the recording secretary would email these minutes one week after the scheduled meeting, unless unusual circumstances prevent it, to the executive director. After the executive director had time to review, then they would be emailed to the board secretary.
- If the board secretary has substantial edits, a meeting should be scheduled with the executive director to review.



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- If the board secretary and executive director cannot come to a consensus on meeting minute content, then the matter should be brought to the entire board for discussion.

### Review and consider approval of the following minutes:

- January 18, 2024, special meeting minutes
- January 30, 2024, board business meeting minutes
- February 27, 2024, board business meeting minutes
- March 12, 2024, special meeting minutes
- March 26, 2024, board business meeting minutes

Five sets of minutes were presented to the board for approval. The four sets of minutes that were pulled from the consent calendar at the March 26<sup>th</sup> meeting, due to awaiting review from board secretary, were requested to be removed from the list of approval as Secretary Baumann wanted time to further review them, as there were a few items she wanted to follow up on.

Vice President Tryens expressed an interest in utilizing AI programming to produce verbatim transcripts and from those, meeting minutes and will be looking into the issue further.

*Treasurer Keefer moved to approve the March 26, 2024, minutes; Vice President Tryens seconded; Approved unanimously.*

Secretary Baumann left the meeting at 5:27 p.m.

### Receive update from staff regarding boiler replacement options

Earlier this year, one of the Coffield Center's oil boilers failed and is beyond repair. Executive Director Holland asked the board to give guidance as to their preferred replacement option given the impending move to the elementary school property and the comparative costs of the replacement options. The board quickly agreed that the best option would be to install a new oil boiler. Executive Director Holland will come back to the board with quotes for heating oil boilers.

President Tehan adjourned the meeting at 5:31 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary.

Approved by the board of directors 04/23/24