



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

**July 23, 2024**

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, Bob Keefer, board treasurer, Molly Baumann, board secretary, joined via Zoom at 4:38pm left and at 4:56 p.m.

Board members absent: Heath Foott, board member

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

### **Adjustments and approval of agenda**

Vice President Tryens asked that the election of board officers be delayed until Secretary Baumann's anticipated arrival. Attending board members agreed to the change.

No other adjustments to the agenda were made.

### **Welcome visitors**

No visitors, no public comments submitted

### **Review and consider approval of consent calendar**

- June 25, 2024, business meeting minutes
- May financials and audit log
- FY25 board meeting schedule
- Policies: Paid Leave Oregon, Oregon Family Medical Leave Act, and Family Medical Leave Act

*Vice President Tryens moved to approve the consent calendar. Treasurer Keefer seconded. Motion carried unanimously.*

### **Receive draft June financials**

Britney Steigleder, accounting clerk, reviewed draft financials with the board, stating that there were two additional payables totaling just under \$3000 that were not included in the draft.

*No board action required*

### **Draft year-end financial and operational update**

Executive Director Holland presented the FY24 year-end financial and operational report. Since the final approval process for June 2024 has not been completed, this report is presented to the board in draft form. The board applauded the staff's ability to remain adaptable and respond to community needs.

*No board action required*



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### **Election of board officers for FY25**

At the first business meeting of the new fiscal year, the board of directors holds officer elections. Board President Tehan called for nominations. After board discussion, a consensus was reached to nominate the following slate:

Bob Keefer, president  
Molly Baumann, vice president  
Peggy Tehan, treasurer  
Jeff Tryens, secretary

*Bob Keefer moved to approve the slate of officers as presented. Peggy Tehan seconded. Motion approved unanimously.*

*New positions take effect immediately; hence the title change in the remainder of the minutes.*

### **Consider approving Resolution 2025-01 which establishes the annual procedures for Sisters Park & Recreation District**

At the beginning of each new fiscal year, the board of directors establishes the annual procedures for the upcoming year. These annual procedures set up specific designations, authorizations, and meeting schedules. Executive Director Holland suggested keeping the check signers the same for FY25 which includes Peggy Tehan, Jeff Tryens, and Bob Keefer.

*Secretary Tryens moved to approve Resolution 2025-01 which establishes the annual procedures for Sisters Park & Recreation District as presented. Treasurer Tehan seconded. Motion approved unanimously.*

### **Consider approval of executive director evaluation schedule, procedure, related documents, and updated job description**

Secretary Tryens presented the draft revised procedure and schedule for evaluating the job performance of the executive director, noting proposed changes to process and job description. Board suggestions were made including adding a notation allowing evaluators to opt out of answering specific questions.

*Treasurer Tehan moved to approve the executive director's evaluation schedule, procedure, related documents, and updated job description with noted changes. Secretary Tryens seconded. Motion approved unanimously.*

### **Discuss request from Sisters Cold Weather Shelter**

Executive Director Holland informed the board that Sharlene Weed from the Sisters Cold Weather Shelter has approached her about utilizing the new community center space for overnight shelter for the houseless population in the event of an emergency declared by the City for poor AQI and/or inclement weather. A general discussion followed with the board agreeing there is a community need for such an emergency shelter and a willingness to contribute to solving the problem. The board requested additional data on how many people might utilize this type of shelter and what other groups in the community may be better positioned to assist for this year, given the large projects facing the district. They affirmed the need for further discussion on this topic.



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### **Consider approval of dissolution of Outlaw Basketball Committee and approve transfer of assets to new Outlaw basketball organization**

Executive Director Holland reported to the board on the progress made by the Outlaw Basketball Committee members in setting up a non-profit organization to receive the assets held in the special revenue fund to be transferred. Outlaw Basketball Committee decided to start a new 501(c)(3) entity. The new agency, Outlaw Basketball, is formed as a domestic nonprofit corporation with the State of Oregon, however, the federal government approval process could take anywhere from two weeks to six months. Executive Director Holland reported the group is in the final stages of setting up a business bank account and is requesting that the board approve its dissolution and transfer its assets to the new entity. After some discussion, the board requested additional documentation including bylaws, articles of incorporation, and a certificate of insurance before it could consider transferring the funds.

### **Executive director report**

Executive Director Holland informed the board that the remodel project for the new community center has gone out to bid with pre-bid walkthrough scheduled. She said the board can expect a proposal for review and approval at the August meeting with construction hopefully to begin September or October.

Additionally, she noted that the Local Government Grant Program presentation has been made for the community park with a decision expected by the end of September.

**President Keefer adjourned meeting at 6:10 p.m.**

**Respectfully submitted by**

**Sarah McNeale, Recording Secretary,**

**Approved on 08/20/2024**