BOARD OF DIRECTORS MEETING MINUTES

611 E. Cascade Ave. - PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

September 8, 2026

President Keefer called the meeting to order at 4:00 p.m.

Board members in attendance: Bob Keefer, board president, Heath Foott, board vice president, Peggy Tehan, board treasurer, Julia Sarver, board member (via Teams)

Board members absent: Katie Bunce, board secretary

Staff members in attendance: Jennifer Holland, executive director, Jared Lustig, deputy director, Kelly Talerico, business operations supervisor, Sarah McNeale, recording secretary

Review and consider approval of consent calendar

- August 11, 2026, board business meeting

Treasurer Tehan moved to approve the consent calendar. Vice President Foott seconded. Motion passed unanimously.
Yes votes- Bob Keefer, Heath Foott, Peggy Tehan, Julia Sarver
No votes- none

June and July financials review and acceptance
Executive Director Holland presented June and July financials to the board for review and acceptance. Treasurer Tehan applauded the staff on the continued positive financial health of the district. After presenting the financials for June and July, Executive Director Holland took questions and comments from board members.

Vice President Foott moved to accept the June and July financials as presented. Treasurer Tehan seconded. Motion passed unanimously.
Yes votes- Bob Keefer, Heath Foott, Peggy Tehan, Julia Sarver
No votes- none

Administration and Facilities Department update/overview
Executive Director Holland presented a departmental overview of the administration department for the board, pointing out changes to staffing, strategies, and goals that have been made, or may be expected. After she finished, Deputy Director Lustig presented a departmental overview of the facilities and recreation departments. He also discussed rentals, parks as well as the website with potential improvement opportunities and expected needs. Questions and comments were taken.

Review and provide feedback on draft Board Duties and Responsibilities Policy Manual
Executive Director Holland reviewed the draft Board Duties and Responsibilities Policy Manual with the board. The manual was reviewed at a high level and board members provided feedback. Board members were asked to submit any additional comments to the executive director as the final draft will be on the October board meeting agenda for consideration of final adoption.

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Receive update on master planning process

Executive Director Holland updated the board on where the district is in the process of developing a master plan. She called out members of the Project Advisory Team who will be sharing community perspectives throughout the planning process.

Executive director's report

- Holiday Palooza- SPRD Parade Float
- SDIS Best Practices Requirement-Public Meeting Law Training- complete by 10/2/2026
- October Board Meeting

Board member updates

Vice President Foott informed the board that he will not be in attendance at the October board meeting but will try to call in.

Board president updates

President Keefer stated that all 360 evaluations for the executive director have been sent out and things are moving along as planned.

Adjourn meeting at 5:50 p.m.

Respectfully submitted by
Sarah McNeale, recording secretary
Approved by the board of directors on 10/13/2026