BOARD OF DIRECTORS MEETING MINUTES

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

October 13, 2026

President Keefer called the meeting to order at 4:01 p.m.

Board members in attendance: Bob Keefer, board president, Katie Bunce, board secretary, Peggy Tehan, board treasurer, Julia Sarver, board member (via Teams @ 4:55 p.m.)

Board members absent: Heath Foott, board vice president

Staff members in attendance: Jennifer Holland, executive director, Jared Lustig, deputy director

Receive presentation on draft FY26 audited financials

The board received an update from Joel Samuel of Pauly, Rogers & Co., P.C., regarding the FY26 audit. The audit is substantially complete, with final compliance review underway. Mr. Samuel indicated that the district is expected to receive an unmodified opinion (clean audit). He highlighted that the district saw an increase in net position and investments in capital assets during the fiscal year.

Mr. Samuel also recommended, as a best practice for districts using QuickBooks, that the board review reports of deleted and voided transactions monthly. Executive Director Holland confirmed that this practice is already in place and included in the monthly financial reports presented to the board.

As the audit remains in draft form, the board will not consider acceptance at this time. Pending no significant changes or additional recommendations from Treasurer Tehan, staff will place the final FY26 audit on the November board meeting consent calendar for consideration of acceptance.

Review and consider approval of consent calendar

- September 8, 2026, board business meeting minutes

Treasurer Tehan moved to approve the consent calendar. President Keefer seconded. Motion passed unanimously.
Yes votes- Bob Keefer, Peggy Tehan, Katie Bunce
No votes- none

August financials review and acceptance

Executive Director Holland presented the August financials to the board for review and acceptance, providing an overview of revenues and expenditures by category. She noted no significant concerns at this point in the fiscal year. Following the presentation, she addressed questions and comments from board members.

Treasurer Tehan moved to accept the August financials as presented. Secretary Bunce seconded. Motion passed unanimously.
Yes votes- Bob Keefer, Peggy Tehan, Katie Bunce
No votes- none

Consider motion to approve Resolution 2027-02 Adopting the Board Duties and Responsibilities Policy Manual
Executive Director Holland presented the revised draft Board Duties and Responsibilities Policy Manual, incorporating feedback from the September board meeting. She reviewed the changes and addressed questions from board members. The board requested two spelling corrections and the addition of language requiring an annual review of the manual at the first board meeting of each fiscal year.

Treasurer Tehan moved to approve Resolution 2027-02 Adopting Board Duties and Responsibilities Policy Manual as amended. Secretary Bunce seconded. Motion passed unanimously.
Yes votes- Bob Keefer, Peggy Tehan, Katie Bunce
No votes- none

Recreation, Care, and Events Department update/overview
Executive Director Holland and Deputy Director Lustig presented an update to the board on the three programming departments including Recreation, Care, and Events. They reviewed the goals for the departments for FY27, reviewed current numbers and compared them with the previous numbers. Questions and comments were taken.

Proposed changes to district retirement plan
The board received a presentation from Jennifer Jorgensen of Corbridge Financial regarding proposed changes to the district's retirement plan. Ms. Jorgensen reviewed the differences between the current SIMPLE IRA and the proposed 401(a) and 457(b) plans. The 401(a) plan would allow the district to contribute more than the current 3% match and establish a vesting schedule, while the 457(b) plan would provide employees with an additional retirement savings option.

Following discussion and clarifying questions, the board reached a consensus to move forward with exploring the proposed plans. Staff will present recommended contribution levels at the November board meeting, with a proposed policy anticipated for consideration in December.

Master plan update
The board received an update from Alli Langley and Colin McArthur of Cameron McCarthy on the district's master planning process. This was the first of three scheduled presentations to the board. The team reviewed the project timeline, with a primary focus on the community engagement plan. Discussion centered on identifying stakeholders for individual interviews and focus groups, as well as strategies to reach new voices and community members who have historically faced barriers to participation, including working parents, low-income families, and underrepresented groups. The board emphasized the importance of broad, meaningful community input to ensure a successful planning process. Staff will continue working with the Cameron McCarthy team, incorporating the feedback from the board, to refine the engagement strategy, and the Cameron McCarthy team will return to the board in December with another update.

Executive Session: In accordance with ORS 192.660(2)(i) the board will meet to review and evaluate the employment-related performance of the chief executive officer.
The board decided to postpone the planned executive session until the November board meeting when all board members could attend in person.

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Executive director's report
Written report provided. Executive Director Holland shared a volunteer opportunity for the Happy Girls Run in October.

Board member updates
Board Member Sarver updated the board that the SOAR Foundation would be doing a gear sale in November, and she would provide more information at the next meeting.

Treasurer Tehan gave a shout out to the district and Carol for the Western Line Dancing Class as well as sharing that she will be teaching the Beginning Ukulele Class this fall.

Board president updates
President Keefer applauded staff for the Design and Construction Award that was received at the ORPA Conference.

Adjourn meeting at 6:55 p.m.

Respectfully submitted by
Jennifer Holland, executive director
Approved by the board of directors on 11/10/2026