

Sisters Park and Recreation District  
Board Meeting Minutes  
5:30 PM September 11, 2018

Call the meeting to order: Jeff Tryens, President

Present: Bob Keefer, Jeff Tryens, Peggy Tehan, Jayne Simmons, Heath Foott (running late), and Courtney Snead.

Welcome Visitors: Paula Kaping with the Sisters Cold Weather Shelter.

Agenda motioned to approve by Peggy Tehan, seconded by Jayne Simmons.  
All in favor, none opposed.

Bob Keefer motioned to approve minutes from August 14, 2018, and seconded by Peggy Tehan, with corrections:

- Judy Craig, should be After School care provider, not Pre-school care provider,
- Typo, page 2, “with the carry-over not to exceed 40 hours ‘at’, not ‘eat,’ the end of *fiscal year*, not calendar year.”
- Page 2, Rick Allen was consulted, also Eric ‘(somebody,)’ should be Eric King,
- Page 2, ‘Aquatic Program’ should read ‘Aquatic Center,’
- Page 2, dollar signs (\$) before 78.00 and 38,800.,
- Page 2, “This creates a short-fall in the budget, ‘which will require adjustment’ should read ‘make a budget adjustment,’ and
- page 3, D-Ate Night should be D-ATE Night.

All in favor of approving corrected minutes, none opposed.

Peggy Tehan presented a short summary of 2017 Financials at Fiscal Year end, June 30th, 2018.

Bob Keefer suggested talking about IGA when talking to Sisters School District.  
Courtney Snead to talk to Curt Schules.

Paula Kaping next spoke about the Sisters Cold Weather Shelter:

- Churches take turns from November through March
  - Broad community event
  - Courtney Snead says SPRD’s staff is okay with showers for the guests, while Peggy Tehan volunteered to be liaison with the cold weather shelter guests.
  - Shepherd’s House is fiscally in charge of the Sisters Cold Weather Shelter.
  - It was suggested that Paula Kaping let the public know who SPRD is and what we do to help SWCS.

Bob Keefer motioned and Peggy Tehan seconded to allow SCWS (Sisters Cold Weather Shelter) guests to shower in the Coffield Center.  
Paula Kaping leaves after her presentation.

Heath Foott arrives at 5:43 PM.

## Executive Director's Report

1. Facility Maintenance Coordinator position was discussed
  - how much work would coordinator do?
  - hiring custodial work?
  - maintenance schedule discussed
  - budget adjustments and moving monies to encompass changes.

The motion was made by Peggy Tehan and seconded by Bob Keefer to create a Facility Maintenance Coordinator. All in favor, none opposed.

2. Events Coordinator
  - Shannon has spoken to Courtney Snead about this position.
  - Bob Keefer noted that expenses must be met and income is expected to be generated. Bob Keefer also suggested that pushing the 'volunteer side' would be helpful, but it would require the Coordinator to recruit, manage and maintain those volunteers.
3. 403 B matching funds discussed. Peggy Tehan mentioned that ADP has a plan. Over half of SPRD's employees are part-time. SPRD should be competitive with other agencies. Courtney Snead to talk to staff. Oregon Saves Program discussed.
4. Professional Services:
  - Courtney Snead will look into Denver Inter Tech Solutions and Covenant Technology Solutions for assessment. Contract to cost \$1,300.00 for Covenant Technology Solutions.
  - Chad to check into Room Roster for tournaments.
5. Grants: Cow Creek Grant for skate park discussed and Courtney Snead will try to get information and closure on this issue. Casey Meudt to have a grand opening for the skate park. Mentioned that skate park needs to be maintained as well.
6. Program Updates:
  - No-school day pilot project to begin in October. 4 staff members will be assigned on Oct. 26, the first day of the project.
  - Youth and Fall programs recapped, as well as Middle School Program Fall Sports. After-school program up from 38 students to 49. Preschool program is full with 11 children.
7. Shannon to coordinate the "Happy Girl Run" in November.

Old Business:

The lease between School District and SPRD still not signed.

Bob Keefer and Peggy Tehan signed the credit line at First Interstate Bank, increasing it to \$75,000.00.

Heath Foott leaves: 7:38 PM.

Bob Keefer asked about Risk Management: what are the financial limits for bids, estimates, etc.

Executive Director Schedule presented by Courtney Snead. Bob Keefer motioned and Peggy Tehan seconded to accept Courtney Snead's job description, time-line and procedure for hiring Executive Director, with the one change:

To move the phone interviews back from October 23-25, 2018, to the week of October 29th, 2018.

All in favor, none opposed.

Other Business:

Jeff Tryens has had no communication with Todd Garrett. Todd has not signed the severance agreement. Spencer Rockwell (lawyer) asked if 40 hours were owed to Todd Garret? Kris Harwell was to be asked. There was never a personnel file on Todd Garret.

Meeting adjourned at 8:20 PM.

Next Meeting: October 9th, 2018, at 5:30 PM.

Respectfully Submitted,

Jayne Simmons  
Recording Secretary