

Sisters Park and Recreation District

Board Meeting

5:30 PM December 11, 2018

Minutes

Present: Jeff Tryens, Peggy Tehan, Bob Keefer, Jayne Simmons, Heath Foott arrived at 5:37pm

Visitors: Bob Bolton, Amy Bolton, David Duehren

Meeting called to order by President Tryens

Agenda: Jayne Simmons motioned and Peggy Tehan seconded to approve the agenda. All ayes, none opposed.

Jeff Tryens welcomed visitors Bob Bolton, Amy Bolton, and David Duehren.

Minutes:

The approval of November 20, 2018 minutes tabled until January 8<sup>th</sup>, 2019 Board Meeting to give Jayne Simmons time to correct errors. Jayne will also bring Heath Foott arrives at 5:37 PM.

Financials:

Peggy Tehan presented the October 31<sup>st</sup> Balance Sheet and Profit and Loss Statement. Courtney Snead made two corrections:

The shifts in Personnel in November and December are more important than those of October.

Scholarship policies to be verified.

Courtney Snead to check into options on merchant fees. \$1,200 on \$30,000 sales too high. Auto bill charges 3.5% or 3.75%, not standard 2.5%. Peggy Tehan reminded the Board that we budgeted \$20,000 of annual donation campaign and the decision to postpone it will affect the budget.

Credit Line was paid off.

Jeff Tryens sent Courtney Snead ideas for budget format.

Peggy Tehan stated that quarterly was too far apart. Courtney working on adjustments, more than quarterly. A coversheet for monthly financials.

Bob Keefer suggested a second meeting to go over budget.

Bob Keefer motioned and Heath Foott seconded approval of October financial report as presented. All ayes, none opposed.

#### New Business:

Three quotes for cleaning serviced were asked for and only Crystal Cleaning responded. They currently also service Sisters City Hall. Six months costs more than a part-time person, But Courtney will use this time to look at our option. Material and Services budget to adjust up to custodial in a budget adjustment that will be presented to the Board in January.

Heath Foott and Peggy Tehan seconded to approve a professional service contract with Crystal Cleaning, LLC, for custodial services not to exceed \$10,000 through June 30, 2019. All ayes, none opposed.

#### Interim Executive Director's Report:

##### Policy Review and Time Line:

Gap analysis to update personnel, financial and district and board policies.

1. Personnel Policy will be Courtney Snead and Chad Rush  
Inventory – Courtney Snead reviewing with attorney.

Heath Foott and Jayne Simmons to review in January.

2. Financial controls, to be headed up by Courtney Snead.  
Spending levels  
Delinquent accounts  
Audit findings

Peggy Tehan and Jeff Tryens to review by March and adopt in April.

3. Board Policies – legal to be headed by Bob Keefer and Jeff Tryens and to be completed in April.
4. Operations – Bob Keefer and Jayne Simmons to be ready to adopt in May.

Jason Huber, the Adult and Youth Program Assistant, is on his second day at SPRD.

Courtney Snead is rearranging the office.

Chad and Courtney are working with LAX Committee on new partner agreement to ensure insurance coverage for their programs. The Board encouraged Courtney to consider getting quotes for our insurer of record.

Courtney Snead reports that the auditors have asked for more reports and documents.

January 4<sup>th</sup> at 11:30 AM is the staff party.

Covenant found the QuickBooks file that had been lost. New server within the next month. With two drives and a system for managing backups.

Programs: Chad will do wrap-up for fall sports. SALI to be May 4<sup>th</sup> and 5<sup>th</sup>, 2019.

Community Events: Shannon Rackowski to plan a buffet, easy style community dinner at Coffield Center for the Summer Kick Off event on May 16, 2019.

Facilities Update:

See Rita's report – Boilers, Jack and Jill bathroom, room 1, rain gutter and roof. Jeff Tryens discussed the larger pieces, such as the basketball field in disrepair.

Preschool Billing took 8 hours of Courtney Snead's time and RecTrac had issues also. Staff will be looking at the structure of preschool billing for the 2019-2020 school year.

Board went into executive session. Began at 6:37pm and ended at 7:19pm.

**Executive Session** – In accordance with ORS 192.660(2)(a) the Board will meet to consider the employment of a public officer, employee, staff member or individual agent.

Board offered Courtney Snead termination of existing contract with Boring and Important, LCC.

Bob Keefer motioned and Heath Foott seconded that as of 12-17-2018 Courtney Snead to begin at-will employment consistent with at-will contract at \$54 an hour not to exceed 173.33 hours per month, effective through June 30, 2019. All ayes, none opposed.

Meeting adjourned at 7:25 PM

Next meeting to be January 8<sup>th</sup>, 2019 at 5:30 PM.

Respectfully Submitted,

Jayne Simmons

Recording Secretary

Approved by the BOD: January 28, 2019