



**Sisters Park and Recreation District  
Board of Directors Business Meeting  
5:30pm Tuesday: April 16, 2019**

**1. Call Meeting to Order (Jeff Tryens, Board President):**

The Board of Directors meeting was called to order by President Tryens at 5:49pm on April 16, 2019 at the Coffield Center located at 1750 W McKinney Butte Road.

Board members present: Jeff Tryens, Peggy Tehan, and Bob Keefer. Heath Foott and Jayne Simmons were not present.

Staff members present: Courtney Snead, Interim Executive Director, Chad Rush, Recreation Programs Director, and Mandee Seeley, Recording Secretary.

Visitors present: Sue Stafford, Nugget Newspaper

Reminders: None

Adjustments and/or approval of the agenda:

Interim Executive Director Snead asked the board to add new item 9 to consider approval of up to \$6500 for a landscaping project from Sisters Landscaping, to add item 10 as a performance evaluation of the Interim Executive Director, and to move executive session to item 3.

Member Keefer moved to approve the agenda as amended. Treasurer Tehan seconded. Motion carried unanimously.

**2. Welcome Visitors (Jeff Tryens, Board President):**

Sue Stafford, Nugget Newspaper

**3. 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:**

Executive session began at 5:50pm. Executive session ended at 6:06pm. The board will continue deliberations Friday at noon.

**4. Consider approval of meeting minutes (Courtney Snead, Interim Executive Director):**



- March 19, 2019
- March 28, 2019
- April 2, 2019

Board member Keefer moved to approve minutes and thanked Courtney and Mandee for such excellent minutes. Treasurer Tehan seconded. Motion carried unanimously.

**5. Consider approval of SPRD financials for February 2019 (Peggy Tehan, Board Treasurer):**

Treasurer Tehan stated a few items had needed clarification and that everything was now resolved. In February we paid our entire yearly bill of \$15,077 for SDAO insurance and we had building maintenance issues that had a significant effect; February is a low-income month. PREK income for February was paid in March. Last year's audit total was adjusted due to it being late, so it costed more this year. We're still waiting for the final printed version of the audit. Journal entries for March will reconnect dots from February. Partner program revenue eliminated because they cancel each other out. Personnel is usually right around budget amount allotted. Adult programs are at 74%. Administration is at 74%. Sports programs are at 82% We took monies out of capital improvement and shifted that money into administrative expenses. Overall, we are on course with the budget and aware of items that may go over by the end of the year. The 103k contingency will be right on budget. Levy funds will build our cash balance fund. Canceled events contributed to a significant loss of funds this fiscal year. The May 2<sup>nd</sup> budget orientation will include last two-month projections.

Board member Keefer moved to approve financials with changes. Treasurer Tehan seconded. The motion carried unanimously.

**6. Consider approving the proposed Bonnie Malone Scholarship Program guidelines (Courtney Snead, Interim Executive Director):**

Cover memo and scholarship program guidelines provided in board packet.

Interim Executive Director Snead provided a revised copy of the guidelines. She met with Teresa from Family Access Network on 4/15 and she had valuable feedback. Red text are changes from packet document. FAN was adamant about not being part of the eligibility criteria. Bonnie Malone is honored to still have her name on the scholarship program and volunteered to help fundraise.

Member Keefer wants to be sure the family who has a foster child is also supported, not just the child, and wants to provide 100% scholarship as an option, instead of only 50%, with the family being able to obtain a separate scholarship if they also qualify. The cap would still be \$500 per year for each.



Treasurer Tehan moved to approve guidelines as amended. Keefer seconded. The motion carried unanimously.

**7. Consider approval of resolution #2019-03, dissolving the community partner reserve fund (Courtney Snead, Interim Executive Director):**

Cover memo and resolution #2019-03 provided in board packet.

Interim Executive Director Snead stated that we're not using the partner reserve fund as the state recognizes we are supposed to. It should expire on 6/30/19 end of day and a new one will begin on 7/1/19. It stays in the budget document for two years, but we don't use that fund going forward.

Treasurer Tehan moved to approve the resolution as of June 30<sup>th</sup>, 2019. Member Keefer seconded. The amended motion carried unanimously.

**8. Consider approval of proposal to redesign and print the summer 2019 SPRD guide (Courtney Snead, Interim Executive Director):**

Cover memo, quote, and mock-up summer guide provided in board packet.

Interim Executive Director Snead suggested going with Xpress Printing for a new and improved program guide for a fresh look. We've used the same format for years. We'll have a new summer event and it would be great to have a new guide to go with it. This will be a new template for us to update once it's created. The quote is for 1000 copies.

Treasurer Tehan said we used to outsource, and hundreds of guides were left sitting or thrown out. She suggested printing less than 1000 through Xpress and printing on demand for any we may need after.

Recreation Programs Director Rush said that 750 should be a good number and that Xpress just used 1000 as a price point. We currently pay 52 cents per page with our printer and would only pay 20 cents per page with Xpress. We receive a limited number of free prints with our in-house printer and we reach that number quickly. We use the same graphic design program as Xpress so we could update on our own once we receive the template. We estimate that we are saving \$1,000 per quarter with Xpress.

Member Keefer suggested we go with the professionals this time and we may want to look at a trimester system instead of quarterly guides to save more money. We can add advertising to help offset the cost, and this could be worth it just to make our own printer more available for other things. He would like Courtney to come back to the board with an update on how this worked out and what we are saving.



Member Keefer moved to authorize Courtney to proceed with Xpress Printing, not to exceed \$5,000. Treasurer Tehan seconded. The motion carried unanimously.

**9. Consider approval of proposal to beautify front of the building through Sisters Landscaping with \$6500 quote (Courtney Snead, Interim Executive Director):**

Cover memo and quote provided in board packet.

Interim Executive Director Snead said we want the building to look fantastic for the summer kickoff event. Sisters Landscaping has been a wonderful partner and \$6,500 quote is to put rock in the front of the building, as well as the three islands we oversee maintaining. We are also looking at taking the rock wall down.

President Tryens would like us to focus on our building area and not the islands as they won't match the rest of the parking lot islands the School District oversees maintaining.

Member Keefer would like to know how we're going to maintain this once it's installed and maybe we could use the jail group like before. How much can we get done with this \$5,000?

Member Keefer moved to provide up to \$5,000 to get building looking beautiful by Summer Kickoff. Treasurer Tehan seconded. The motion carried unanimously.

**10. Interim Executive Director Performance Evaluation (Bob Keefer, Board member):**

Member Keefer asked the board four questions regarding Interim Executive Director Snead's performance evaluation. Has she made progress? Absolutely. What do they see as her greatest accomplishments? Stabilizing staff, everything being in a good place right now, she has taken on large challenges such as the employee handbook and other policies. What are her areas of improvement? The board would like her to continually work towards communicating with them on weeks they aren't meeting and sharing small accomplishments. Rate her overall performance. The board agreed that Courtney is exceptional, and everyone is very happy that she's here.

**11. Executive Director Report (Courtney Snead, Interim Executive Director):**

Interim Executive Director Snead said that staff is working diligently on the budget. All committees have been engaged and involved in the budget process; each will receive a worksheet with their committee budget information. We are working on narratives and data analysis and developing FTE and salary



schedules. The budget document will look very different but will be more efficient. RecTrac has received their first payment. Mande, Chad and Courtney will work with a representative from Vermont Systems during the week of May 20<sup>th</sup> and we plan to have the new system up and running by fall. Greg Wheeler will come to the May 2<sup>nd</sup> budget orientation meeting and then meet with Courtney after to provide feedback, but he can't attend any following meetings.

**12. Adjourn meeting:**

- The meeting was adjourned at 7:13pm

Respectfully submitted,

Mande Seeley, Recording Secretary  
Approved by the Board of Directors on: 05-21-19.